

A Quorum of the Administration Committee, Board of Public Works, Personnel Committee, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.



COMMON COUNCIL MEETING AGENDA

Monday, May 18, 2026 at 6:00 PM

**First Floor Conference Rooms
100 Main Street, Menasha, WI**

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Public Hearing

1. Special Use Permit - Two-Family Housing - 1327 Province Terrace (Parcel No. 7-00053-02) - Marcus McGuire
2. Special Use Permit - Single Family Housing - 1615 Drum Corps Drive (Parcel No. 6-01665-00) - Greater Fox Cities Area Habitat for Humanity

E. Public Comments on Any Matter of Concern to the City
(5 minute time limit for each person)

F. Report of Department Officers/Department Heads/Staff/Consultants

Clerk Snyder - the following minutes and communications have been received and placed on file:

1. Presentations:
 - a. City of Menasha Site Specific Market Study
2. Minutes to Receive:
 - a. Water and Light Commission, 4/22/26
 - b. Special Board of Public Works, 5/4/26
 - c. Administration Committee, 5/5/26
 - d. Plan Commission, 5/5/26
 - e. Library Board of Trustees, 3/24/26
 - f. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 5/5/26
 - g. Board of Health, 2/4/2026
 - h. Parks & Recreation Board, 5/12/26
3. Communications:
 - a. Neenah-Menasha Fire Rescue 2025 Annual Report
 - b. Certificate of Recycling for Spring 2026 Electronic Recycling Event

- c. Canal Commons Ribbon Cutting — May 27, 2026
- d. Comprehensive Outdoor Recreation Plan Community Survey
- e. National Public Works Week Proclamation

G. Consent Agenda

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

1. Special Common Council Minutes, 5/4/26
2. Common Council Minutes, 5/5/26
3. Plan Commission, 5/5/2026, Recommends Approval of:
 - a. Special Use Permit for two-family housing at 1327 Province Terrace (Parcel No. 7-00053-02), as presented with the following condition:
 1. A preliminary and final plat shall be submitted and approved by the Common Council prior to the revocation language outlined in Special Use Permit, Section 13-1-11(e) of the Menasha Code of Ordinances.
 - b. Preliminary Plat for 1327 Province Terrace (Parcel No. 7-00053-02) as presented with the following conditions:
 1. The Special Use Permit for two-family housing shall be approved by the Common Council.
 2. A drainage and grading plan shall be submitted to the Engineering Department for review.
 3. A Stormwater Management Practices Buy-In Maintenance agreement shall be executed for this development.
 4. Language shall be added to the Final Plat regarding Drainage Easement Restrictions, specifically that (1) The City has the right to perform maintenance, (2) Developer/lot owner shall comply with the approved surface drainage plan.
 - c. Special Use Permit for single family housing at 1615 Drum Corps Drive (Parcel No. 6-01665-00) as presented with the following condition:
 1. A preliminary and final plat shall be submitted and approved by the Common Council prior to the revocation language outlined in Special Use Permit, Section 3-1-11(e) of the Menasha Code of Ordinances.
 - d. Preliminary Plat for 1615 Drum Corps Drive (Parcel No. 6-01665-00) as presented with the following conditions:
 1. The Special Use Permit for single family housing shall be approved by the Common Council.
 2. A drainage and grading plan be submitted to the Engineering Department for review.

4. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 5/5/26, Recommends Approval of:
 - a. The City of Neenah and City of Menasha Common Councils authorize filling one anticipated firefighter vacancy no earlier than June 6, 2026

H. Items Removed from the Consent Agenda

I. Action Items

1. Accounts payable and payroll for the term of 5/1/26 - 05/14/26 in the amount of \$1,183,091.35
2. Accept and Spend 2026 Interoperable Radio Grant Award

J. Held Over Business

K. Ordinances and Resolutions

1. O-10-26 - An Ordinance Enacting Title 10, Chapter 2, Section 10-2-9 of the Code of Ordinances, Regulating Electric Scooters and Electric Bicycles (Introduced by Mayor Hammond and Ald. Grade)
2. O-11-26 - An Ordinance Enacting Title 10, Chapter 2, Section 10-2-10 of the Code of Ordinances, Requiring Helmet Use for Persons Under 16 Years of Age (Introduced by Mayor Hammond and Ald. Grade)
3. R-11-26 — A Resolution Authorizing Reallocation of Sewer Utility Funds and Directing Infrastructure Improvements in Response to the April 2026 Rainfall Event (Introduced by Ald. Hale)
4. R-12-26 — A Resolution of Support for Fiscal Year 2026 Safe Streets and Roads for All (SS4A) Grant Application to Conduct a Feasibility Study for Active Transportation Facilities on State Trunk Highway 47 Between Ninth Street and Calumet Street (Introduced by Mayor Hammond)

L. Appointments

1. Mayor's appointment of Donald Merkes to the Board of Review for the term of 5/19/26 - 5/19/29
2. Mayor's appointment of Eli Wickman to the Plan Commission for the term 5/19/26 - 5/1/28

M. Claims Against the City

N. Public Comments on Any Matter Listed on the Agenda (5 minute time limit for each person)

O. Adjournment

MEETING NOTICE
June 1, 2026
Common Council Meeting – 6:00 PM
Committee Meetings to Follow

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA

Public Hearing

NOTICE IS HEREBY GIVEN that a formal public hearing will be held by the Menasha Common Council on an application for a Special Use Permit by Marcus McGuire to construct duplexes within the C-1 General Commercial District, as required by Sec. 13-1-29(c)(22) of the City of Menasha Municipal Code. The proposed use is to take place at 1327 Province Terrace (7-00053-02), City of Menasha, Calumet County, Wisconsin. The Common Council will be considering this special use permit at the formal public hearing on Monday, May 18, 2026 at 6:00 p.m., or shortly thereafter, in the first floor conference rooms of the Menasha City Center, 100 Main Street, Menasha, WI. Persons interested in this matter will be given an opportunity to comment about the proposed special use and are invited to attend.

Kaija Snyder
City Clerk

Publish: May 7 and May 11, 2026

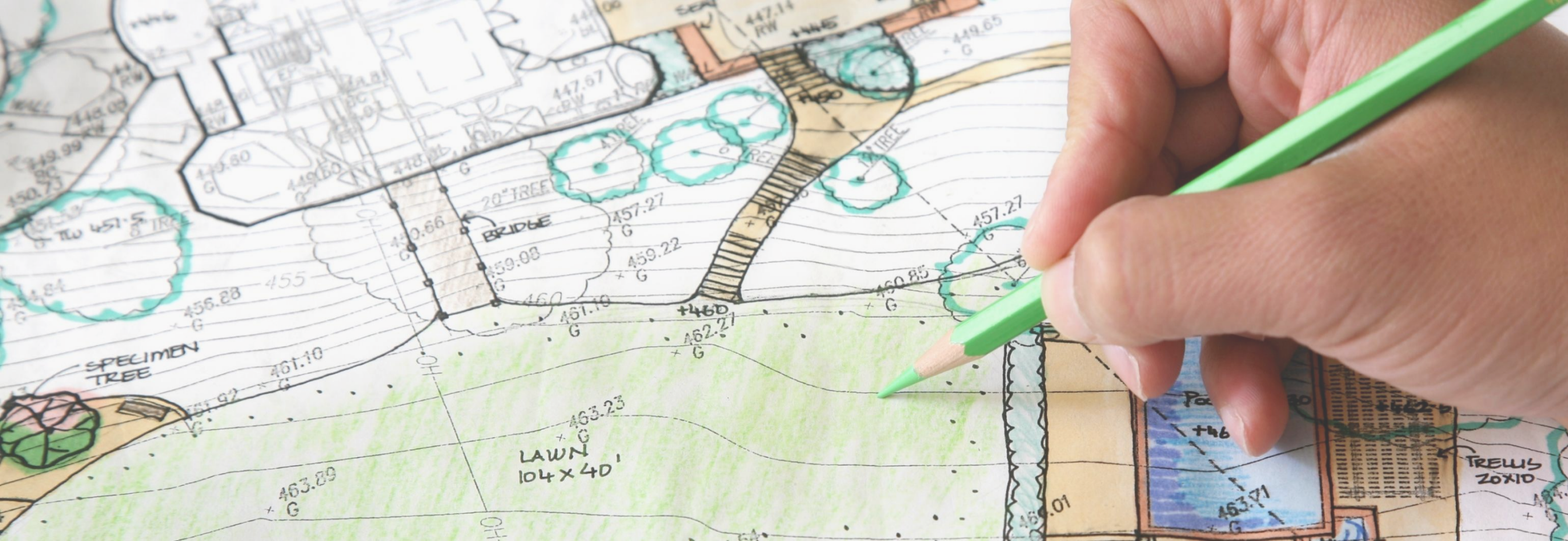
CITY OF MENASHA

Public Hearing

NOTICE IS HEREBY GIVEN that a formal public hearing will be held by the Menasha Common Council on an application for a Special Use Permit by Roger Roth, on behalf of Habitat for Humanity, to construct single family detached and single family attached homes within the C-1 General Commercial District, as required by Sec. 13-1-29(c)(11) of the City of Menasha Municipal Code. The proposed use is to take place at 1615 Drum Corps Drive (6-01665-00), City of Menasha, Winnebago County, Wisconsin. The Common Council will be considering this special use permit at a formal public hearing on Monday, May 18, 2026 at 6:00 p.m., or shortly thereafter, in the first floor conference room of the Menasha City Center, 100 Main Street, Menasha, WI. Persons interested in this matter will be given an opportunity to comment about the proposed special use and are invited to attend. Upon recommendation a formal public hearing will be scheduled at the Common Council, date and time to be determined.

Kaija Snyder
City Clerk

Publish: May 6 and May 11, 2026



City of Menasha Site-Specific Market Study



Purpose

This market analysis evaluates the potential for residential and mixed-use redevelopment in Menasha's City Hall District and Lawson Canal Area. Building on prior regional research and the City's 2024 Housing Study, the analysis is designed to understand the depth of market demand and identify development opportunities that align with Menasha's evolving downtown and waterfront vision.

Approach

The study combines site-specific analysis with broader market research to assess both opportunity and feasibility. It examines locational characteristics, site readiness, and potential development constraints alongside economic and demographic trends shaping housing demand. Market indicators are paired with insights from developer and real estate stakeholder interviews, as well as lessons from comparable case studies across Wisconsin, to ground the analysis in both data and real-world development experience.

Key Focus Areas

The analysis focuses on identifying viable development programs across housing options as well as complementary mixed-use components through case studies and comparable developments. It highlights comparable projects for factors such as rents, unit mix, and vacancy/absorption rates, while also considering site-specific strengths and challenges. A key component of the study is understanding the role of public-sector tools and incentives in enabling development.

Outcome

The result is a set of realistic, market-informed expectations for redevelopment within Menasha's priority sites. The study provides actionable guidance on development positioning, identifies where projects may or may not be feasible under current market conditions, and outlines strategies the City can pursue to attract private investment, including targeted public-sector interventions to close feasibility gaps.



Background Research

BACKGROUND RESEARCH

Takeaways from Menasha Housing Study (2024)

The 2024 Menasha Housing Needs Assessment offers an analysis of the housing market, acknowledging that conditions are in flux. It identifies significant gaps and opportunities for **market-rate apartments** and some opportunity for **senior housing**.

Key Takeaways for Rental Developer Market:

- **Short supply of market rate and high-end luxury units:**
The short supply of rental units is mostly in 1- and 2-bedroom units due to shrinking average household sizes. The market shows an undersupply of rental units affordable to those earning the highest incomes, indicating a need for **higher-rent, "luxury" units**.
- **Renter Cost Burden:** Nearly **40% of renter households are cost-burdened** (spending over 30% of income on housing), with 19% severely cost-burdened (spending over 50% of income). This is particularly acute for households at or below 50% of the Area Median Income (AMI)
- **Low rental vacancy rates:**
Menasha's rental **vacancy rate is 4%**, which is below the market equilibrium rate of 5-7%, signaling **more demand than supply and opportunity for new development**
- **Prevalence of naturally occurring affordable housing:**
54% of rental units were built prior to 1990, indicating an aging stock. These older units often serve as "naturally occurring affordable housing" (NOAH) with a median rent of \$863/month.

Key Takeaways for Ownership Developer Market:

- **Single Family Homes:** Most existing owner-occupied homes (88%) are detached single-family homes with more than half of them built prior to 1970 indicating an aging stock. Median home prices have increased by 50% in the last 5 years, pricing out many prospective first-time home buyers.
- **Missing Middle Housing:** The plan recommends diversifying the housing mix to accommodate first-time home buyers and seniors looking to downsize but wanting to live closer to amenities.
 - **Smaller homes and attached townhomes** are in high demand, particularly to accommodate downsizing seniors and first-time homebuyers.
 - **Cottage Court style development** is identified as an affordable ownership option that may appeal to seniors looking to downsize.
 - **Condominiums offer an opportunity for denser redevelopment**, especially in downtown areas, and can provide a more affordable ownership option depending on building footprint and age

BACKGROUND RESEARCH

Takeaways from Downtown Vision Plan (2018) and Neenah Housing Needs Assessment (2024)

The Downtown Vision Plan was adopted by Menasha in 2018. The Neenah Housing Study and Needs Assessment provides a detailed analysis of housing market conditions, identifying key regional needs and the specific kinds of development required to address them.

Key Goals from the Downtown Vision Plan:

- **Vibrant, Mixed-use Downtown:** Create a market-supported and economically viable future land use plan for downtown, including waterfront areas.
- **Redevelopment and Optimal Utilization of Land:** Ensure high-quality reuse and redevelopment of vacant or underutilized industrial sites with an appropriate mix of uses and design character.
- **Mix of Housing Options:** Encourage residential rehabilitation and redevelopment that emphasizes owner-occupied housing and market-rate apartments in a range of styles and densities.
- **Public and Green Spaces:** Plan for additional public and private parks, plazas, and trails along the downtown waterfront, securing public access wherever feasible.
- **Waterfront Activation:** Integrate the river into the downtown through physical and visual connectivity

Key Takeaways from Neenah Housing Study and Needs Assessment:

- **Lagging Housing Production:** Housing construction has not kept pace with household growth since the Recession, leading to limited inventory in both rental and ownership markets
- **Entry-Level Home Shortage:** New single-family homes are difficult to build at less than \$350,000 due to high land, construction, and financing costs, making them unaffordable for many workforce households. Demand for existing older homes is high as they serve as entry points for first-time buyers.
- **Rental Market Tightness:** Rental demand remains strong, with vacancy rates consistently low (around 5%), pushing up rents.
- **Lack of Housing Diversity ("Missing Middle"):** The market primarily offers larger multi-family units or single-family detached homes. There's a notable lack of "middle-density" housing types, such as **duplexes, triplexes, townhouses, and smaller multi-family buildings** (2-16 units), which could address affordability, senior accessibility, and neighborhood compatibility.
- **Specific Senior Housing Gap:** While senior rental options are considered saturated, there is a clear **demand for ownership housing for seniors looking to downsize**, such as smaller townhomes, patio homes, or condominiums, especially in walkable, service-rich neighborhoods.

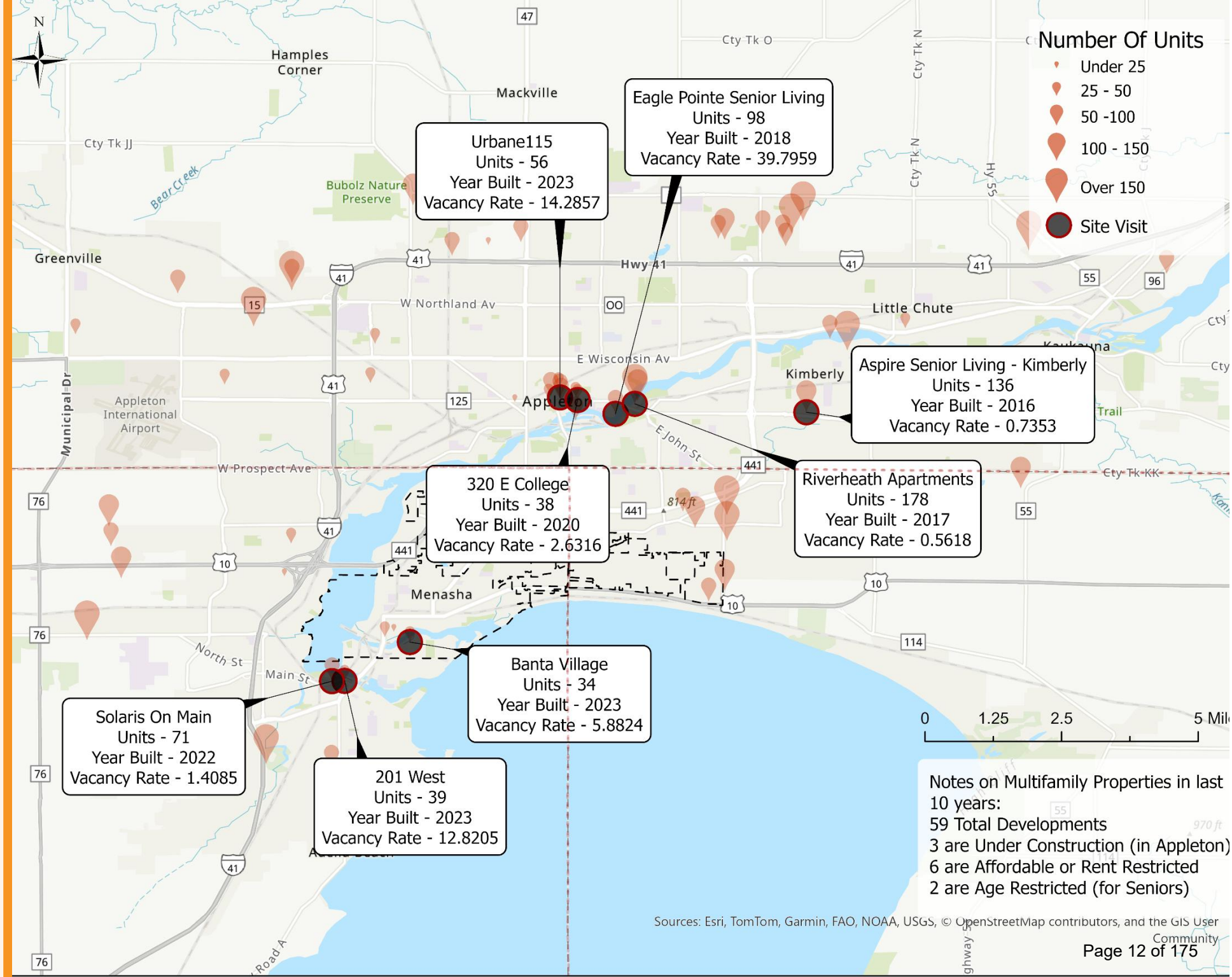
Key Takeaways from Site Visit

Successful Riverfront Models

- **River Life (Wausau):** 4 stories, structured parking, strong integration of public space (trail, lookouts, creek, landscaping) with nearby retail/food uses.
- **River Heath (Appleton):** Large multifamily building, 6 stories, mixed uses including event center & hotel, river frontage.
- **Senior Housing (Appleton):** Smaller-scale (3 stories), riverfront living tailored for seniors.

Downtown Infill & Mixed-Use

- **320 East College (Appleton):** 6 stories, true infill with active storefront frontage.
- **Urbane (Appleton):** 5 stories, ground-floor retail near transit, parking ramp & library. Back of block location offers reduced visibility.
- **201 West (Neenah):** 7 stories, Main Street location with **fully leased ground-floor retail** (grocery, coffee, juice).



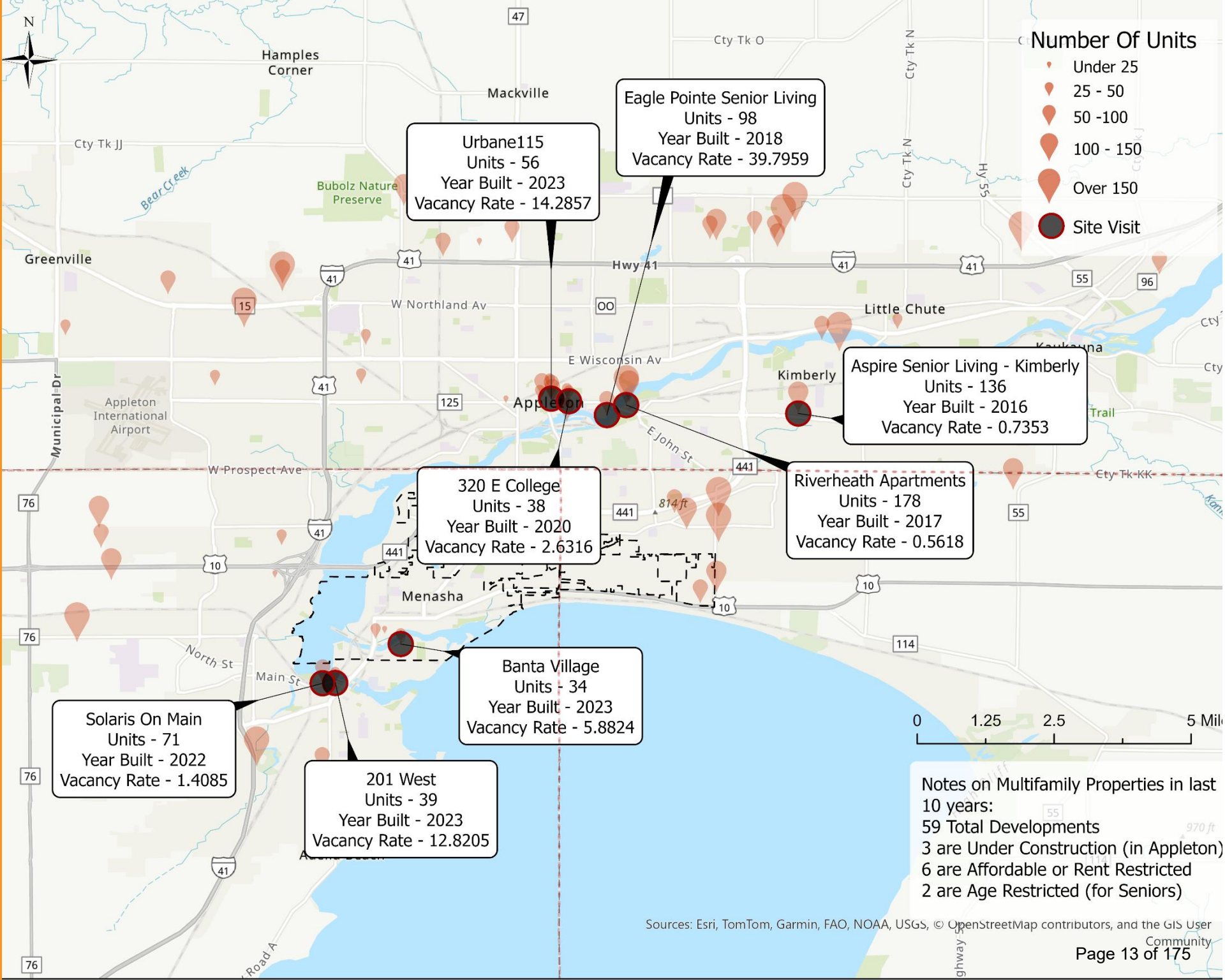
Key Takeaways from Site Visit

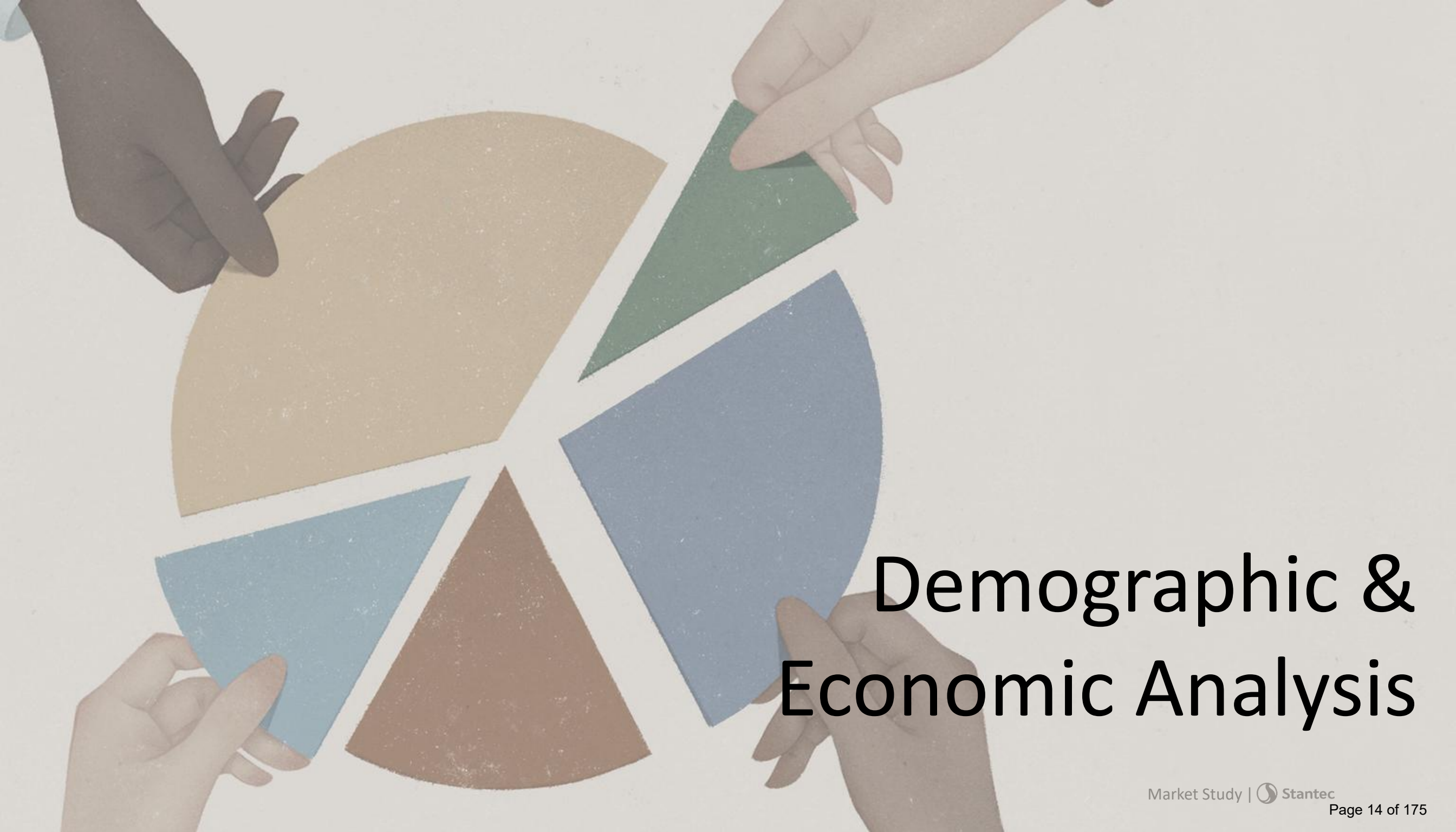
Challenges Observed

- **The Brin:** 4 stories, vacant ground-floor retail space; nearby storefronts also had vacancies → highlights risks of retail in weaker locations.
- **Solaris:** 4 stories with underground parking; near water but disconnected by railroad tracks → limits amenity value.

Downtown Menasha Context

Main Street has a **few blocks of active storefronts with some vacancies**, but connection to the **City Hall site is limited** due to street shift, architectural breaks, and lower retail density.



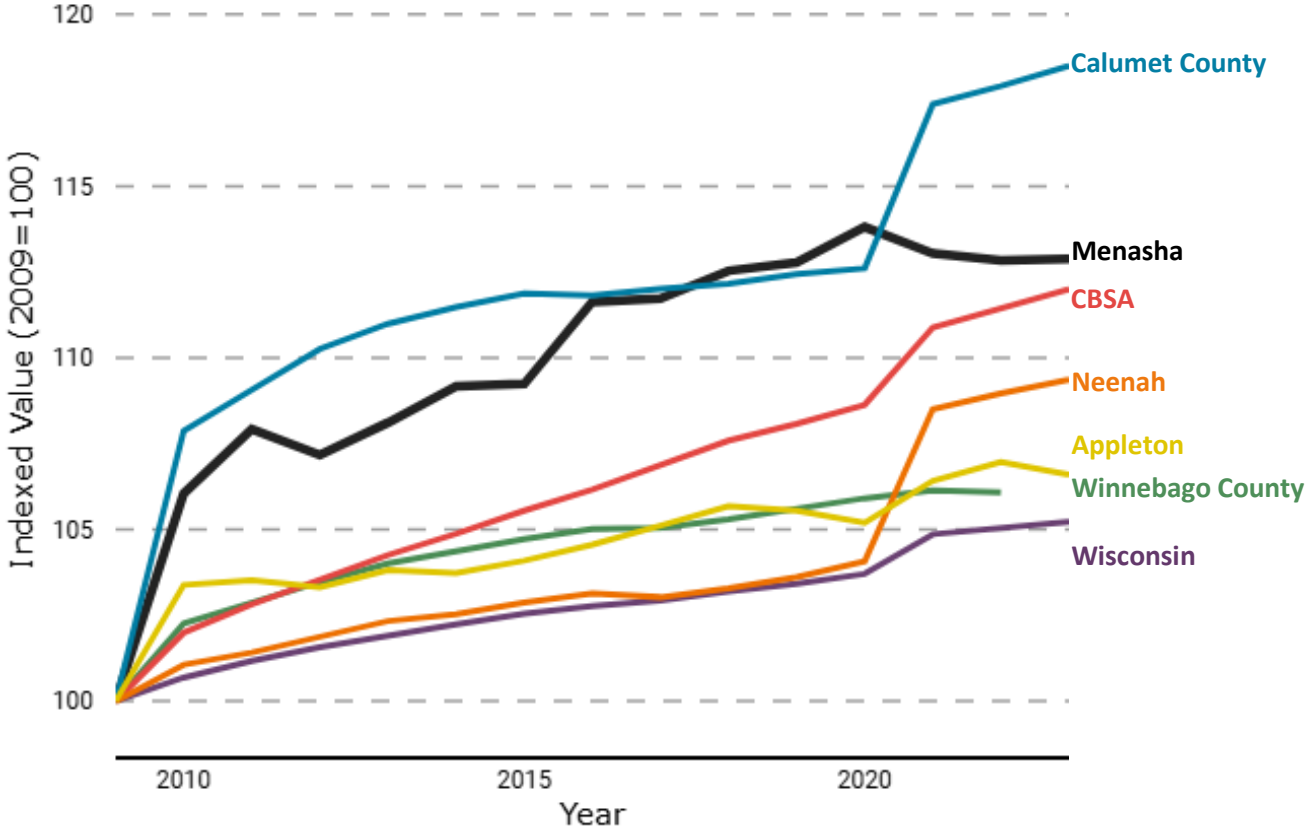
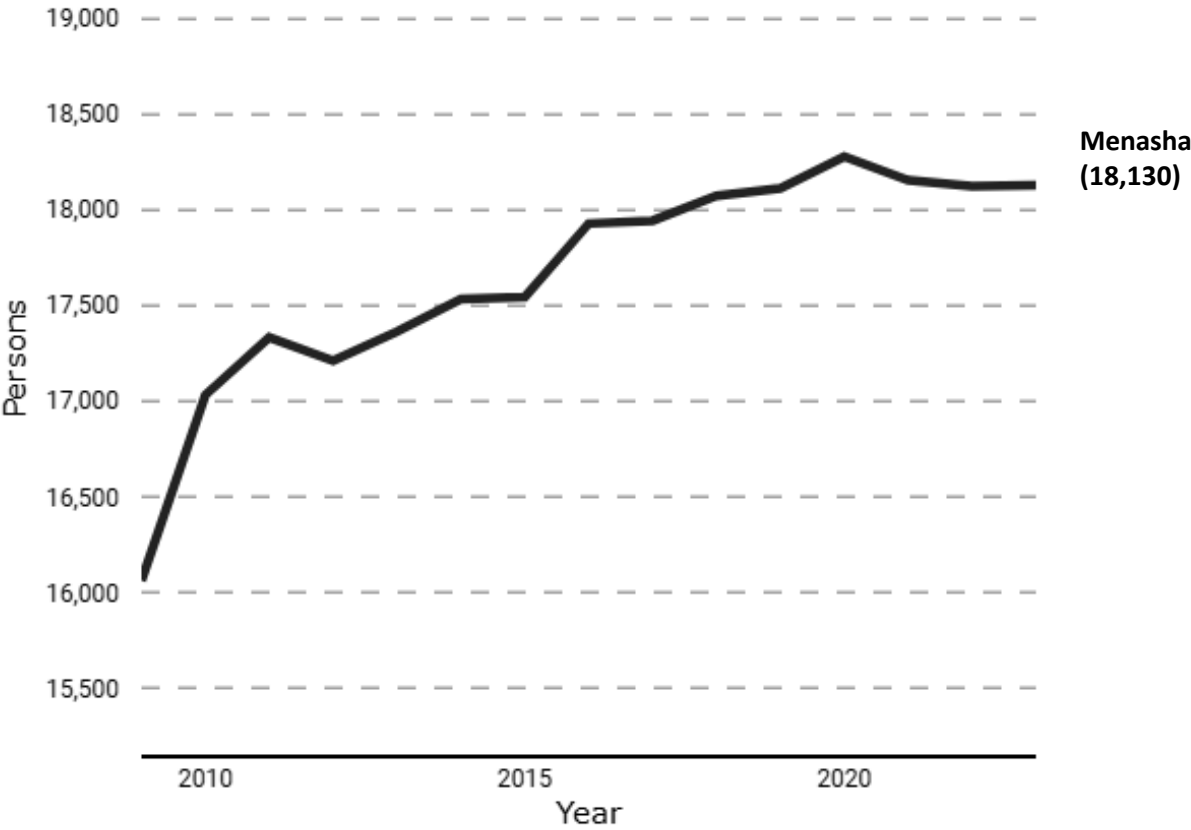


Demographic & Economic Analysis

DEMOGRAPHIC TRENDS | POPULATION

Despite recent slowing, Menasha has outpaced most peer cities, the Appleton Combined Statistical Area (metro), and the state overall in terms of growth since 2009.

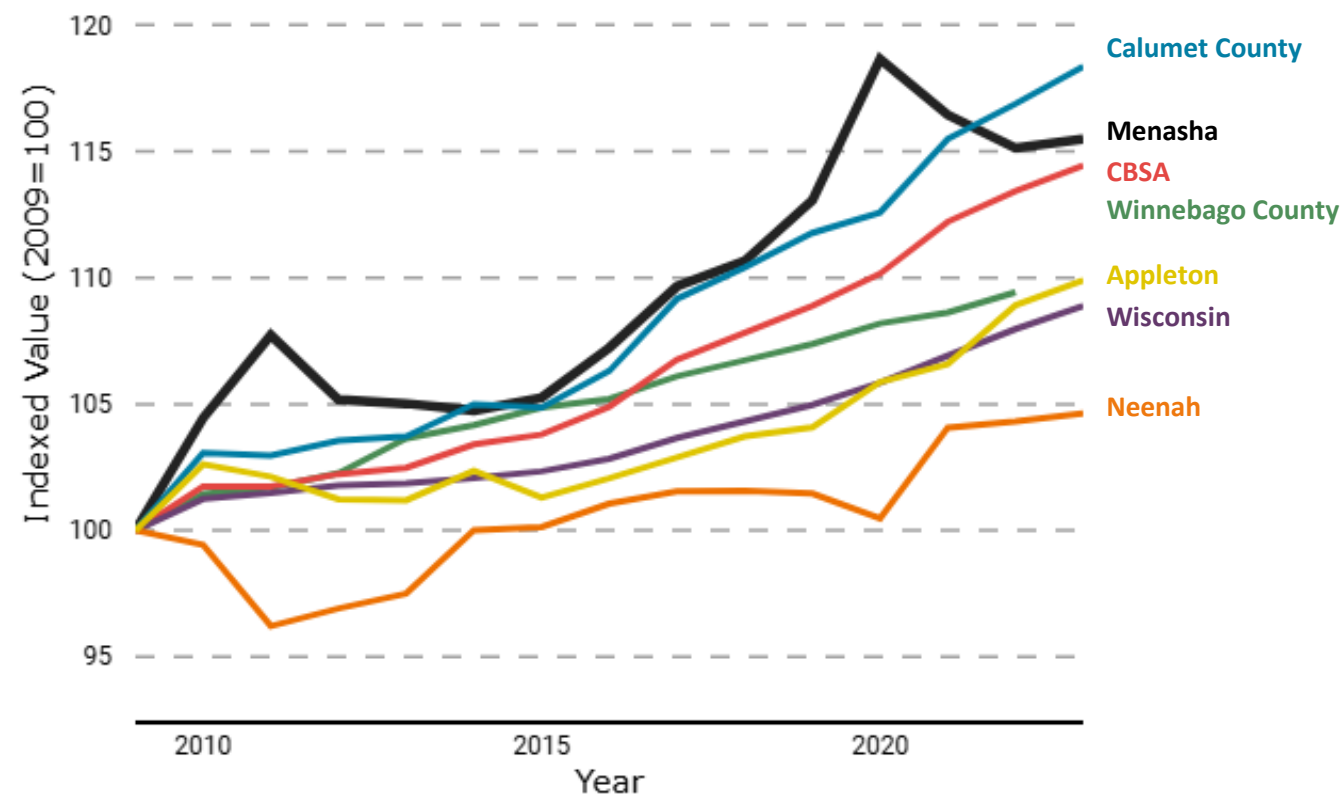
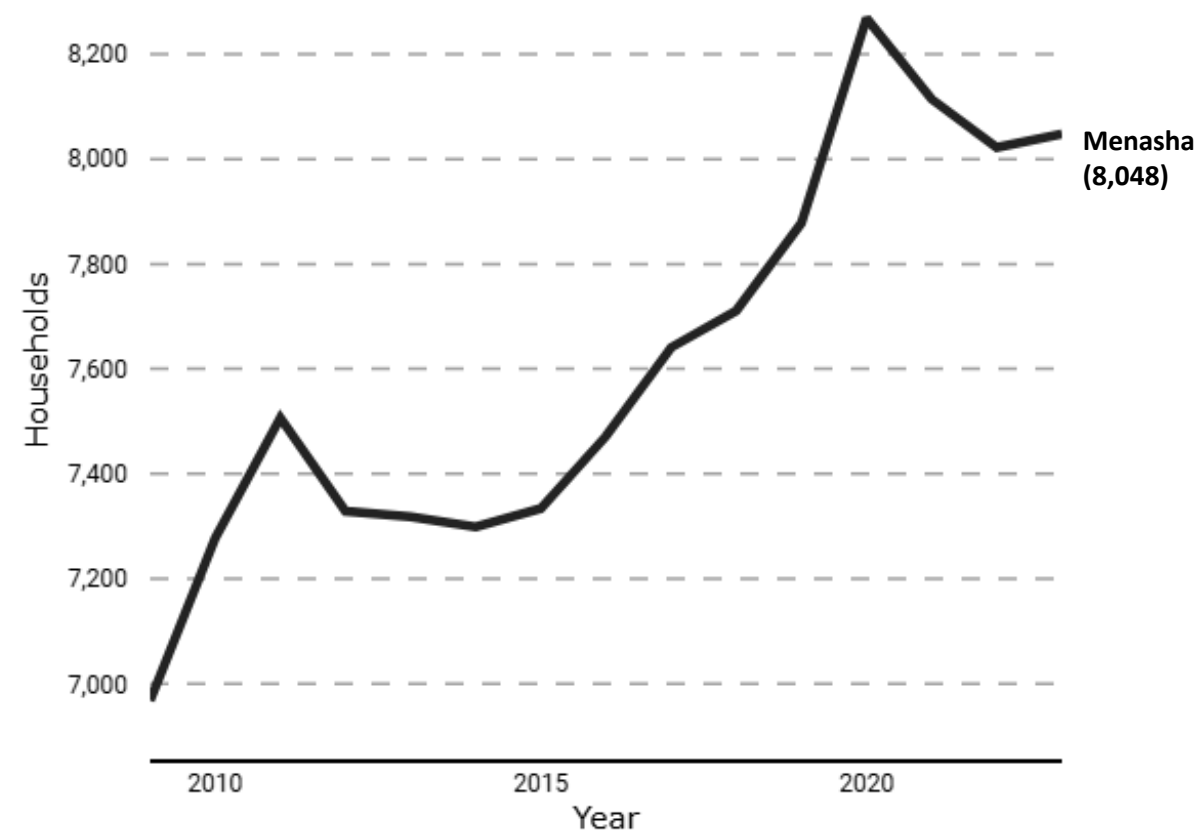
Menasha’s above-average growth since 2009 signals strong demand fundamentals and attractiveness as a place to live, even if near-term growth has slowed. The only local geography with stronger growth is **Calumet County**, likely reflecting annexation of farmland to the east of the historic city limits which fueled more residential growth.



Source(s): American Community Survey 5-Year Estimates, 2023

Menasha’s household counts have grown consistently since the early 2010s, mirroring population growth.

After 2020, the data shows a dip, which may be attributable to a correction following the complete count in the 2020 Census.



Source(s): American Community Survey 5-Year Estimates, 2023

The balanced profile highlights Menasha’s appeal to families, working-age adults, and seniors alike.

Menasha’s population is evenly spread across ages 20–64, showing the city retains residents through multiple life stages. 25% of residents are under 19, signaling a strong youth base. Compared with area communities Menasha has fewer 65+age cohorts , suggesting a need for more senior housing.

Population Bracket

0 to 9 years old

10 to 19 years old

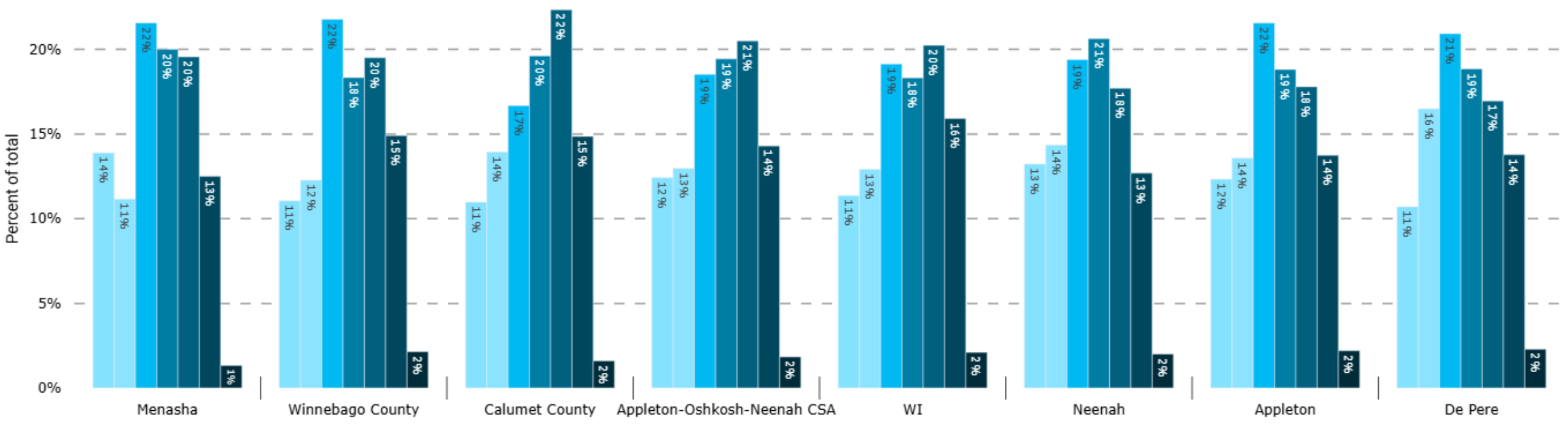
20 to 34 years old

35 to 49 years old

50 to 64 years old

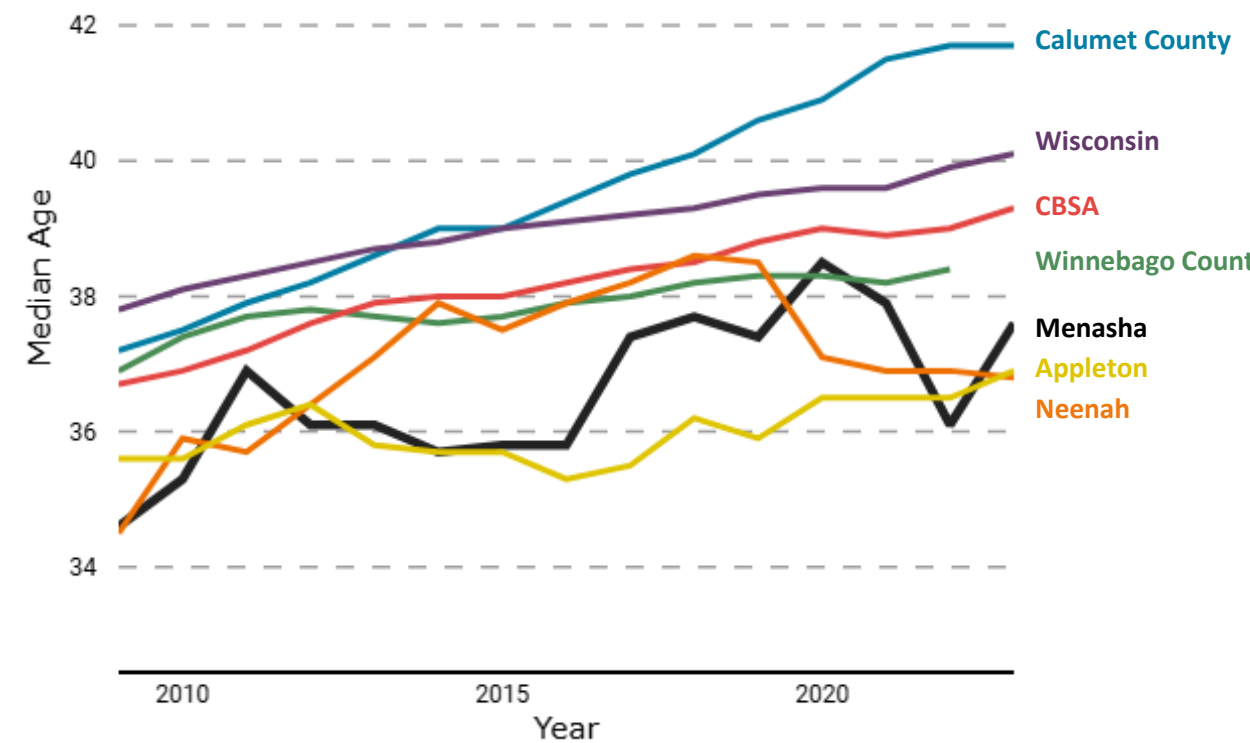
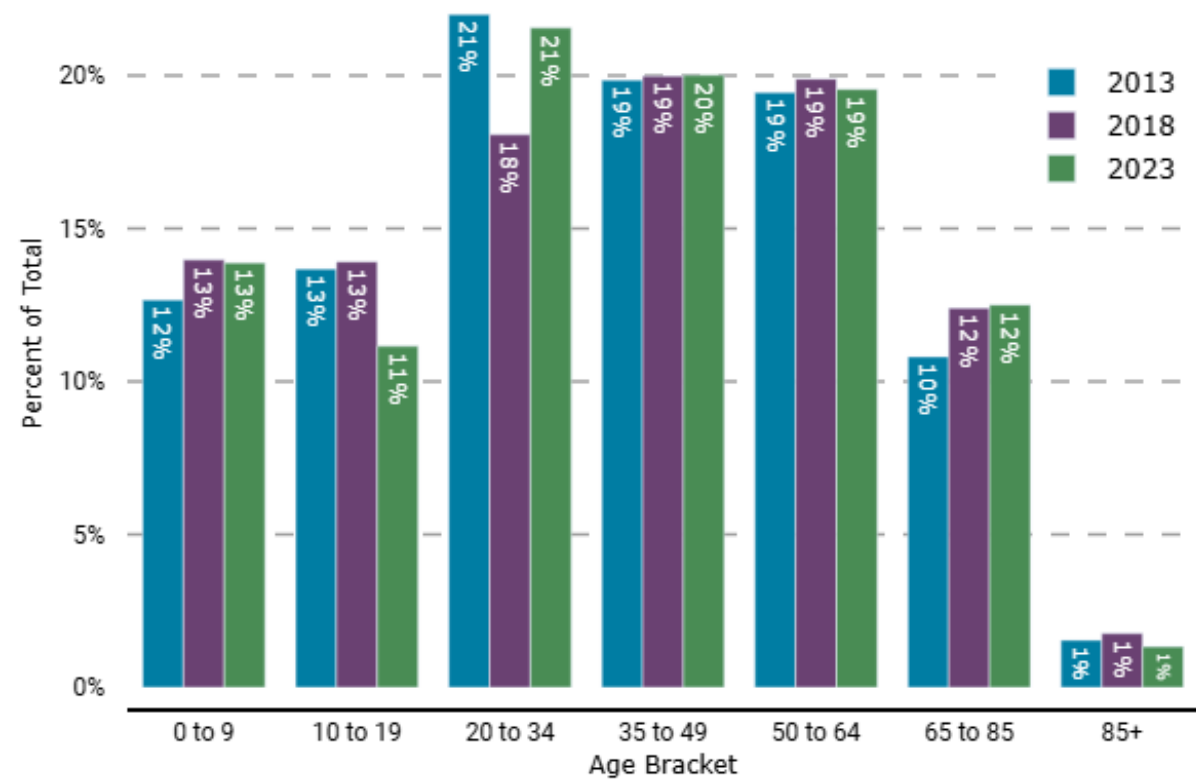
65 to 85 years old

85+



The population profile across age groups has been stable over the past 15 years.

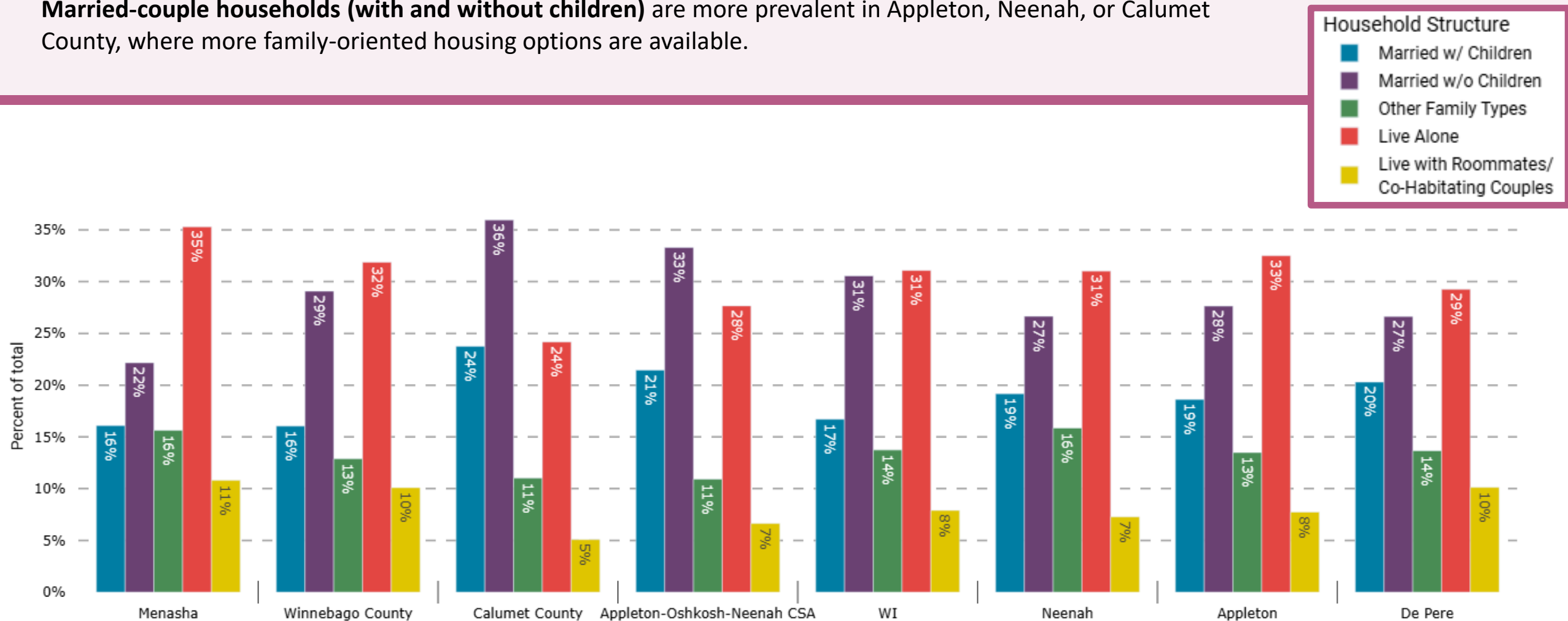
Menasha’s median age is on par with Appleton and Neenah, and younger than the region, state, and counties. A balanced and younger community profile is one of Menasha's strengths.



Source(s): American Community Survey 5-Year Estimates, 2023

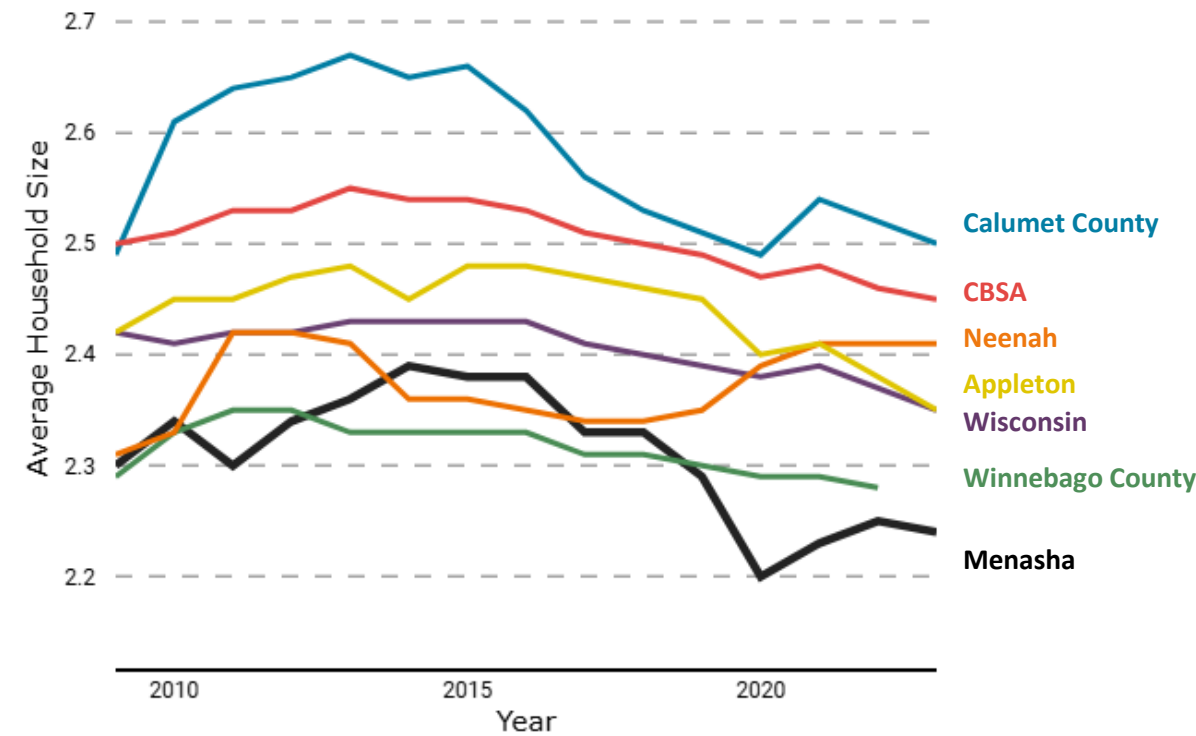
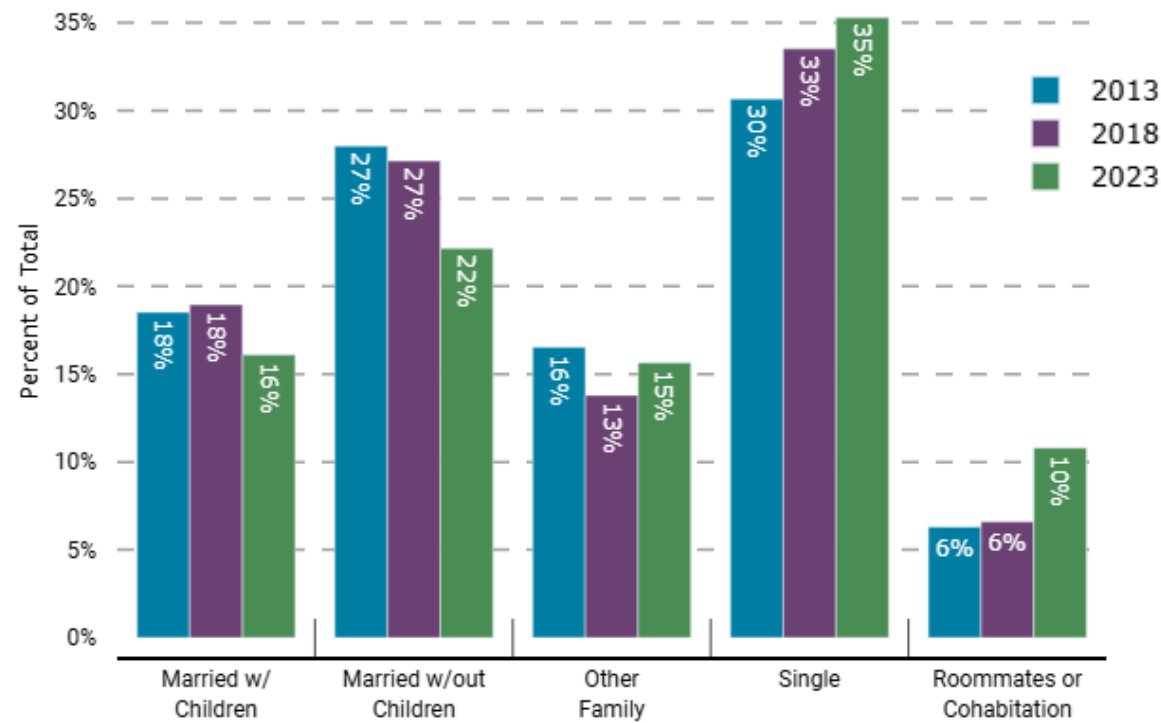
Menasha has a strong presence of single-person households, both younger renters and seniors aging in place.

Married-couple households (with and without children) are more prevalent in Appleton, Neenah, or Calumet County, where more family-oriented housing options are available.



Single, roommate, and cohabiting households are increasing.

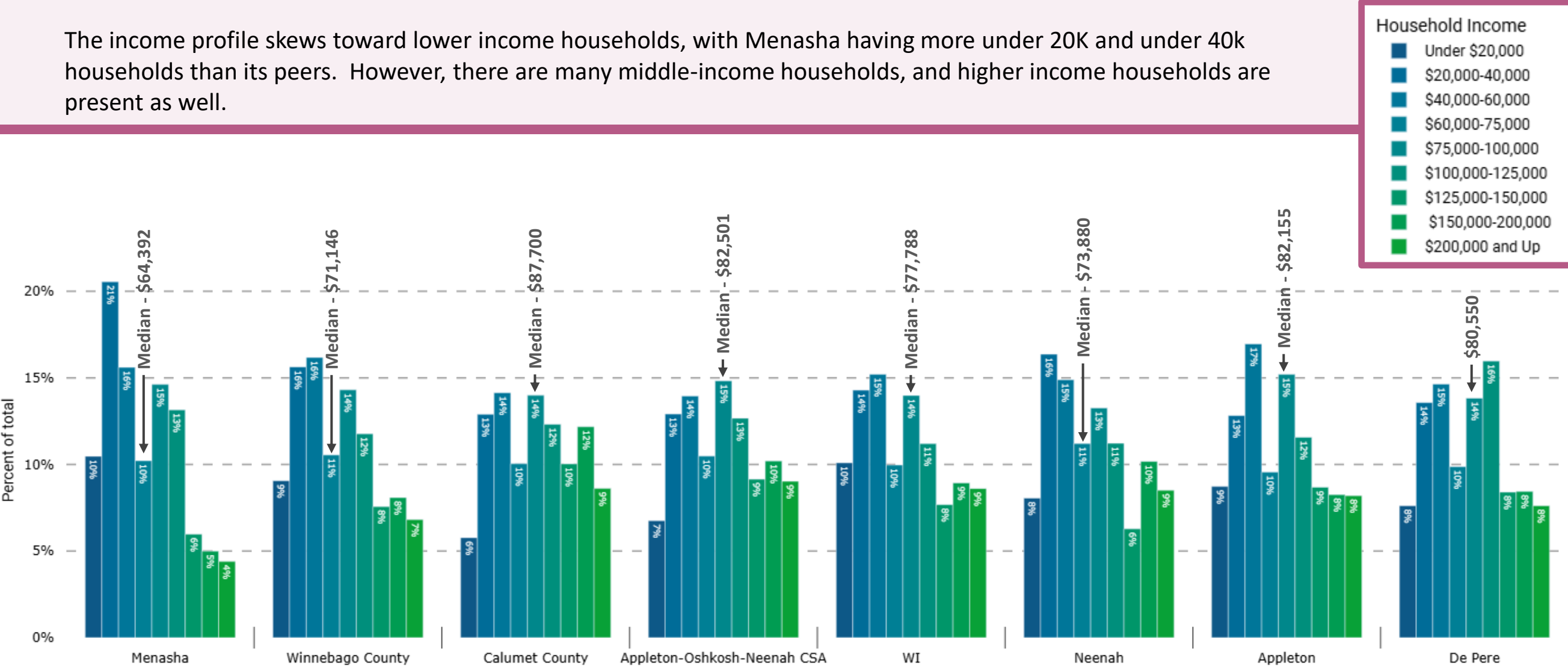
Married-couple households have **declined steadily** over the past decade. **Average household size has edged down** within the City and across area municipalities over 15 years, reflecting this shift toward smaller, more diverse living arrangements.



Source(s): American Community Survey 5-Year Estimates, 2023

Menasha’s median household income is the lowest among peer cities and below the Wisconsin median.

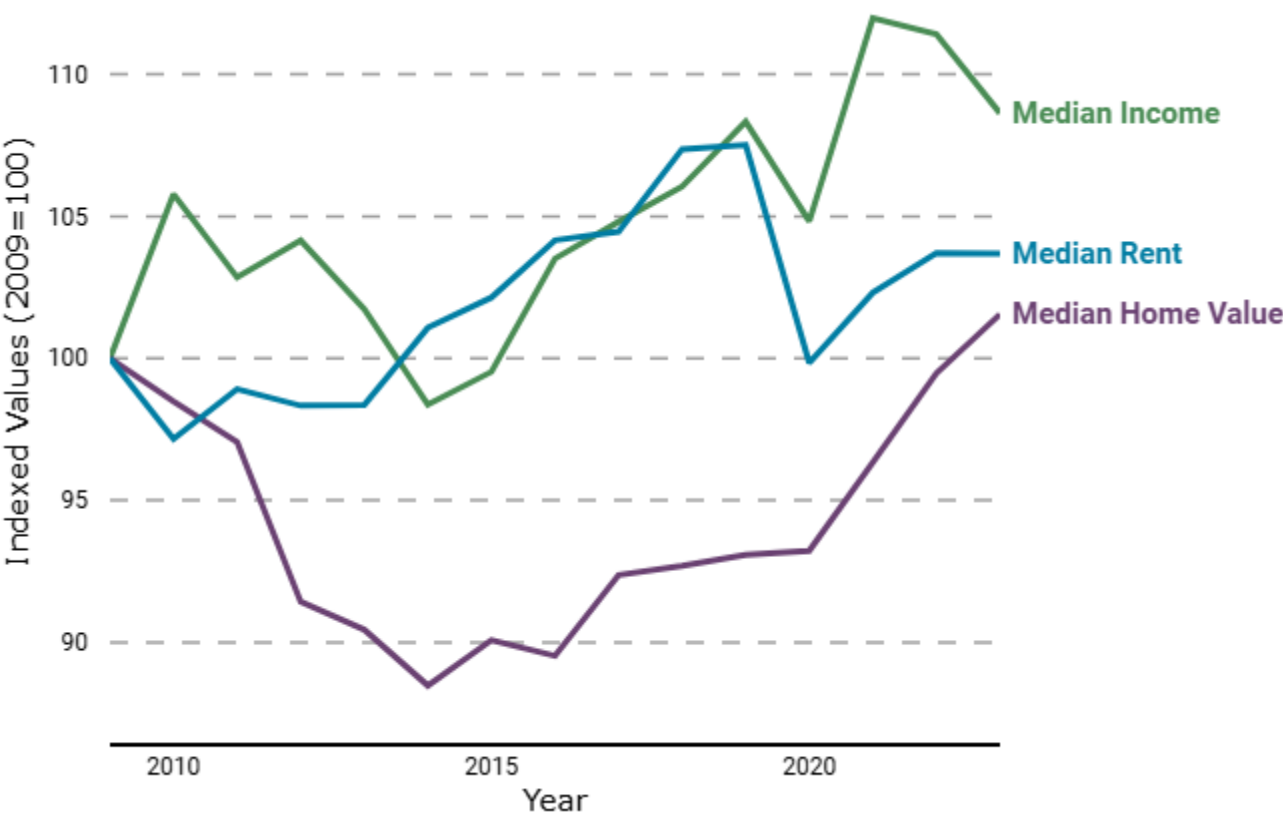
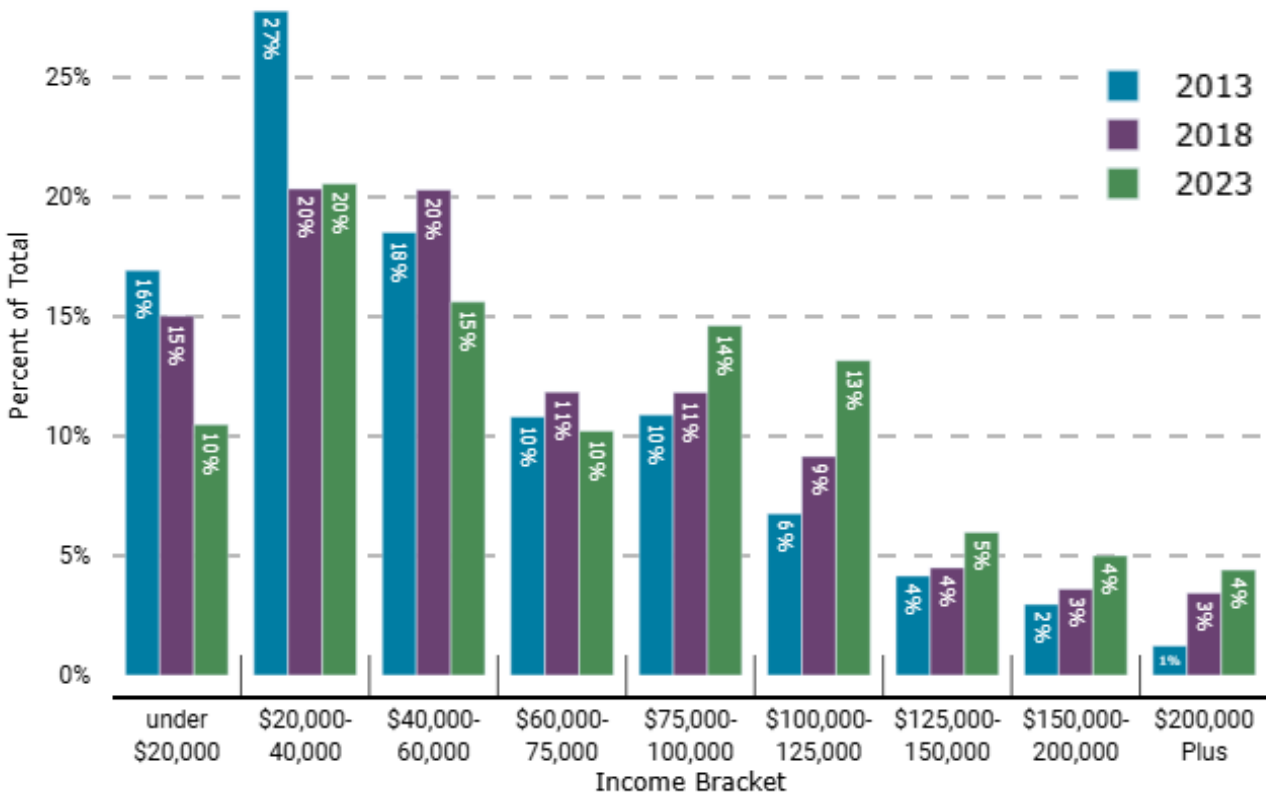
The income profile skews toward lower income households, with Menasha having more under 20K and under 40k households than its peers. However, there are many middle-income households, and higher income households are present as well.



Source(s): American Community Survey 5-Year Estimates, 2023

Incomes have been slowly rising, with more households moving into higher income brackets.

The upward shift in incomes, with a decline in the percent of lower income households and an increase in the more households moving into higher, creates capacity for higher-value housing demand, but the recent dip highlights vulnerability to economic cycles. **Home values are growing faster than rents**, creating stronger gains for owners than renters.

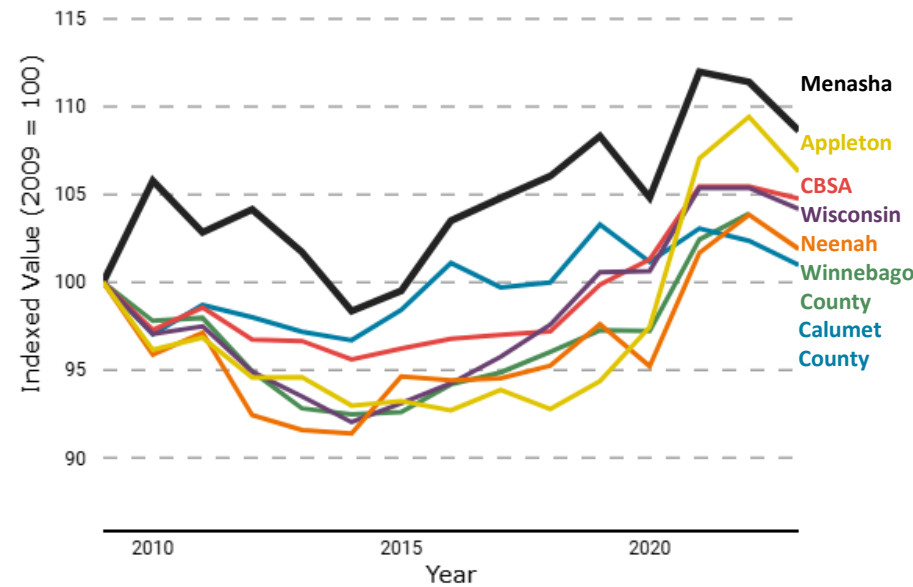


Source(s): American Community Survey 5-Year Estimates, 2023

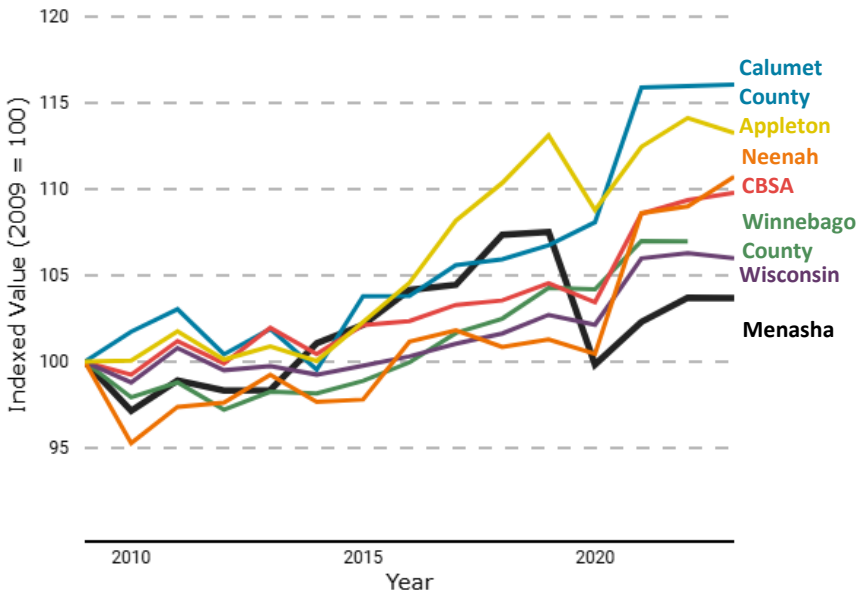
Median rent and home values in Menasha have increased more slowly than in all peer geographies.

Compared to peer geographies, Menasha households may be better positioned than those in neighboring communities to manage housing costs, given stronger income growth and slower cost increases, making Menasha a more affordable place to live.

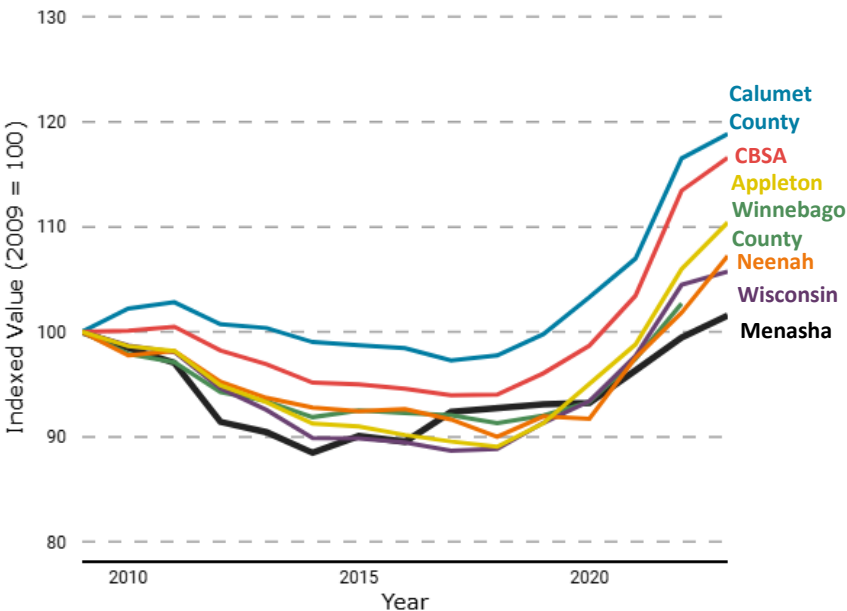
Median HH Income



Median Rent



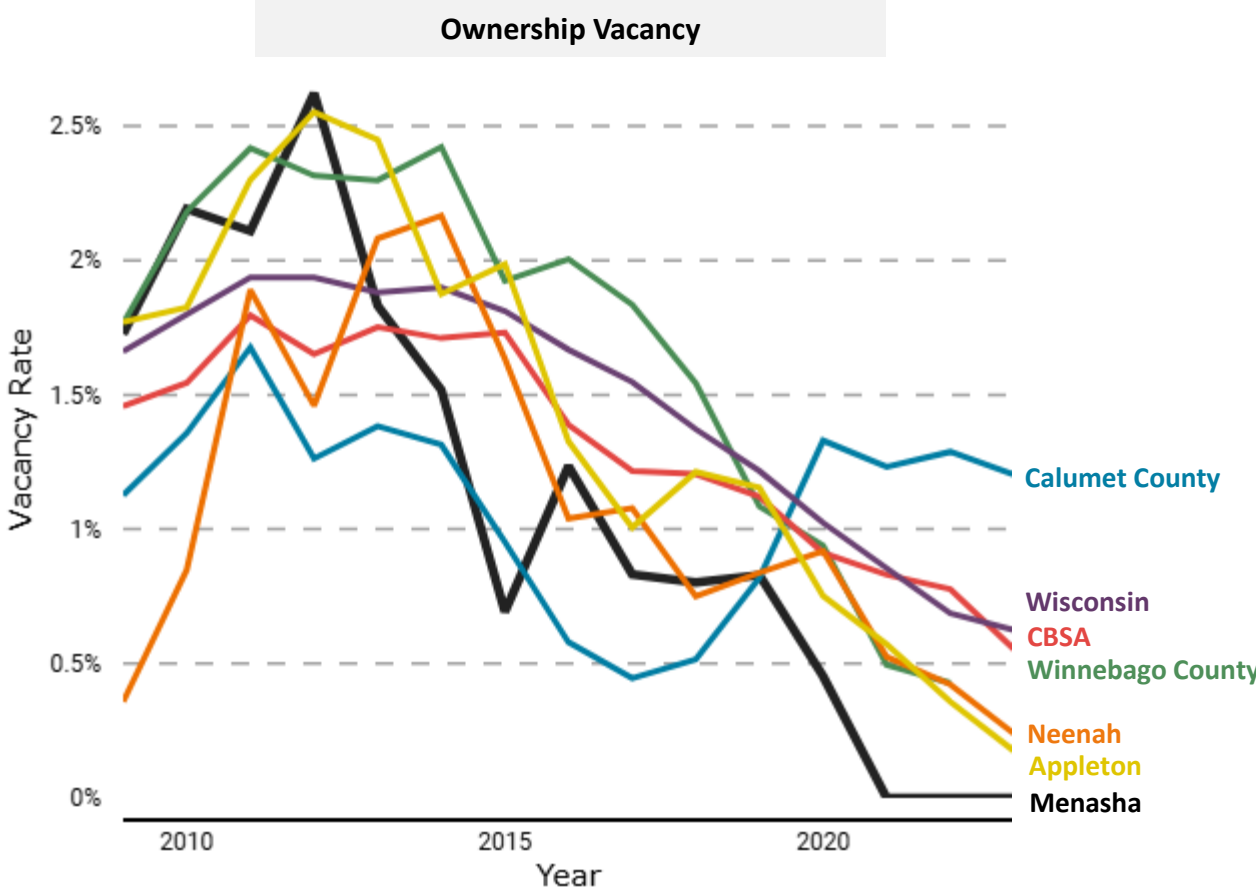
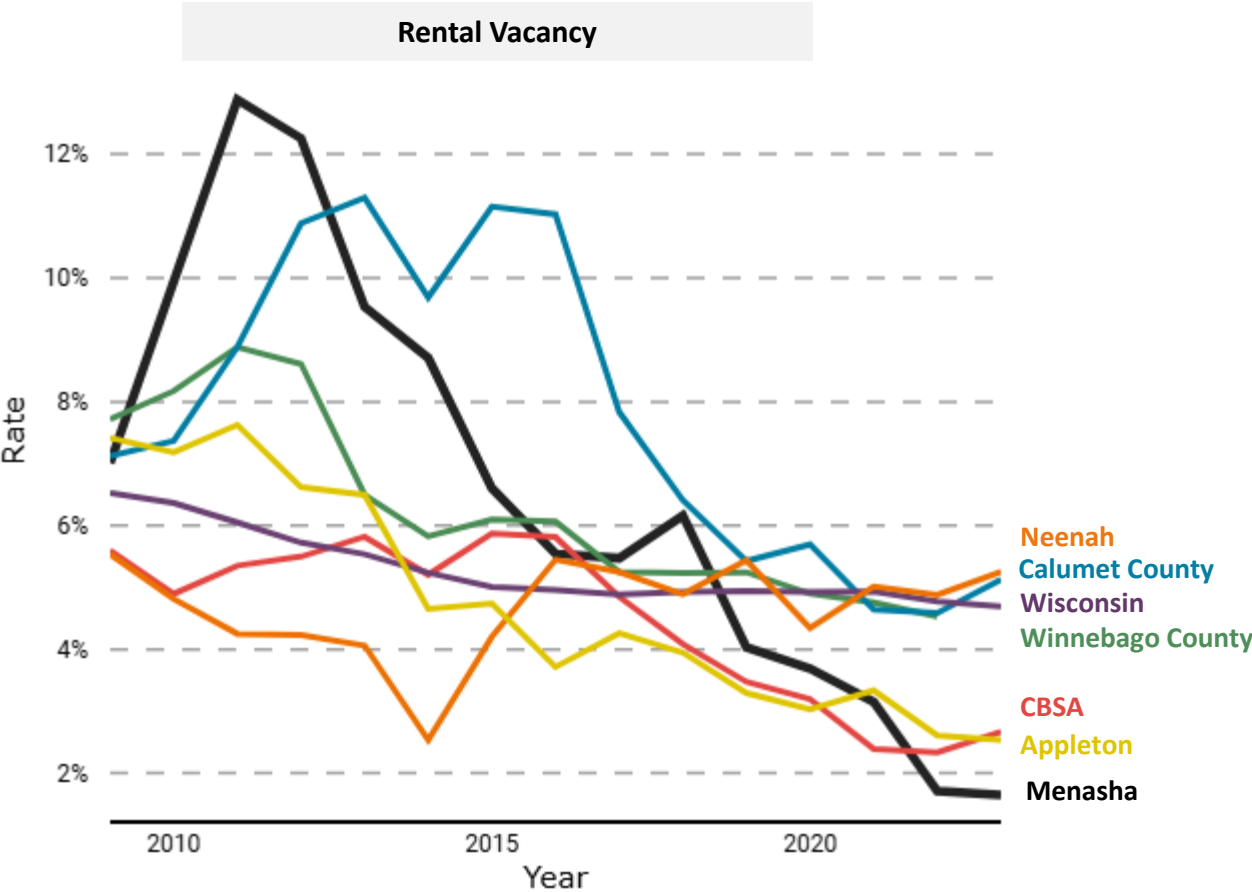
Median Home Value



Source(s): American Community Survey 5-Year Estimates, 2023

The persistently low vacancies in Menasha suggest high demand relative to supply.

Rental vacancy is also low in Appleton and the broader CBSA, showing region-wide supply pressure. Vacancy rates for both rental and owner-occupied housing are very low in Menasha.



Source(s): American Community Survey 5-Year Estimates, 2023

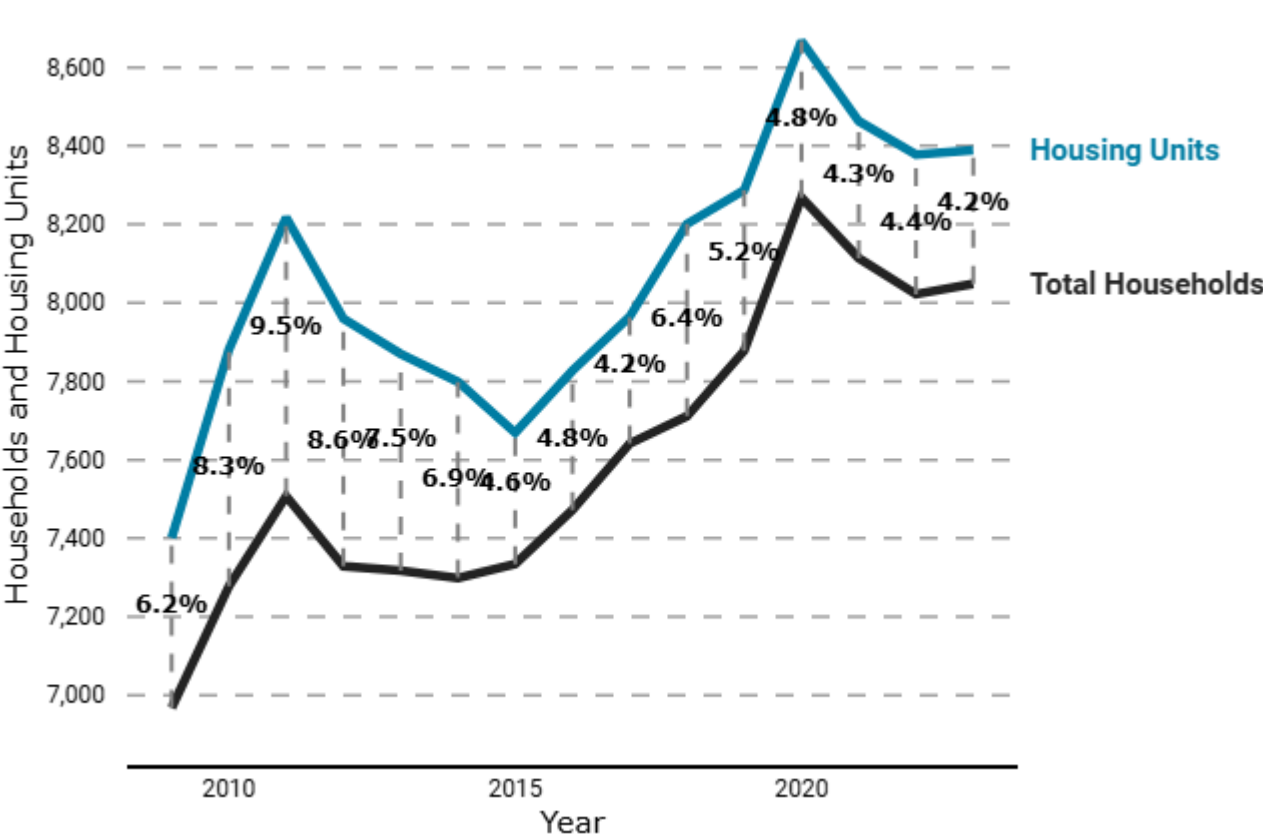
Low vacancy, increasing rents, and a small gap between households and housing units indicate a tight market.

Rents have risen steadily since the early 2010s (with only a brief pause during COVID). Vacancies have consistently declined over the same period, showing strong demand and tightening supply. In a **healthy, stable housing market**, the number of **housing units should exceed the number of households by about 5–8%**. The graph on the right highlights a tight market in Menasha.

Rent vs Vacancy Rate



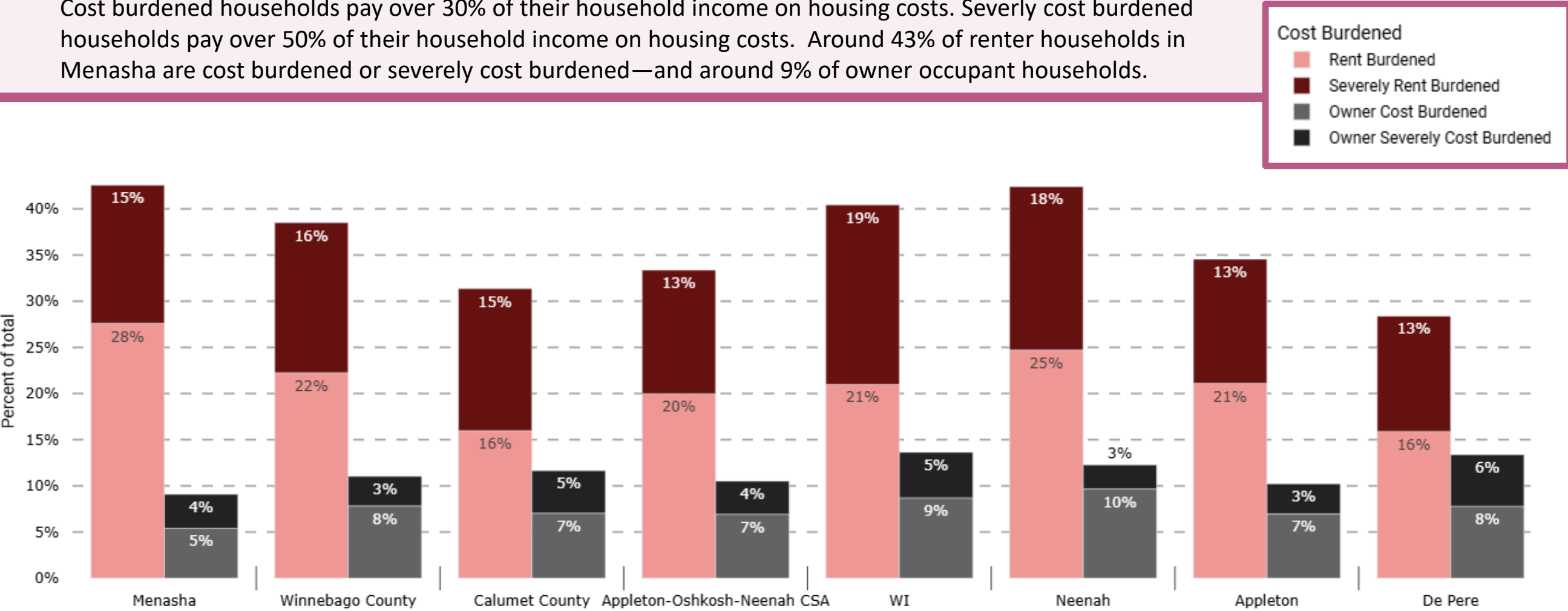
Housing Units vs Households



Source(s): American Community Survey 5-Year Estimates, 2023

43 percent of renter households are housing cost burdened.

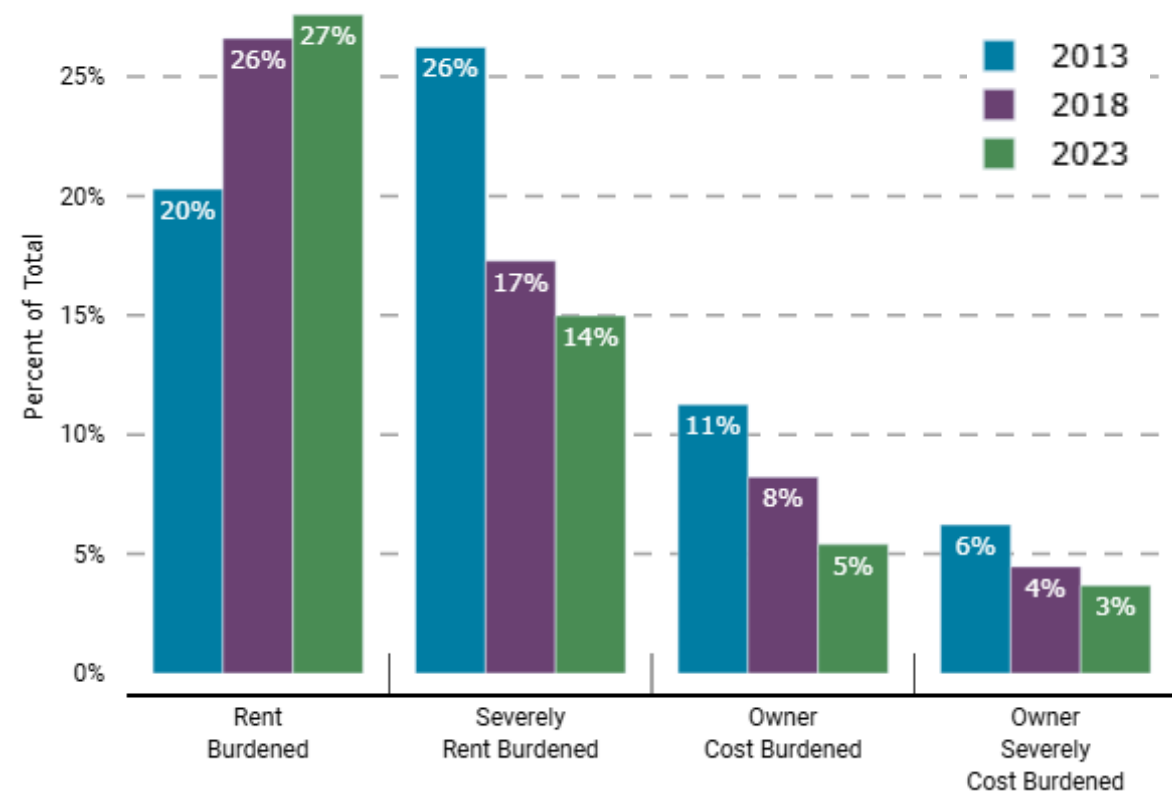
Cost burdened households pay over 30% of their household income on housing costs. Severely cost burdened households pay over 50% of their household income on housing costs. Around 43% of renter households in Menasha are cost burdened or severely cost burdened—and around 9% of owner occupant households.



Source(s): American Community Survey 5-Year Estimates, 2023

Fewer households are severely cost burdened.

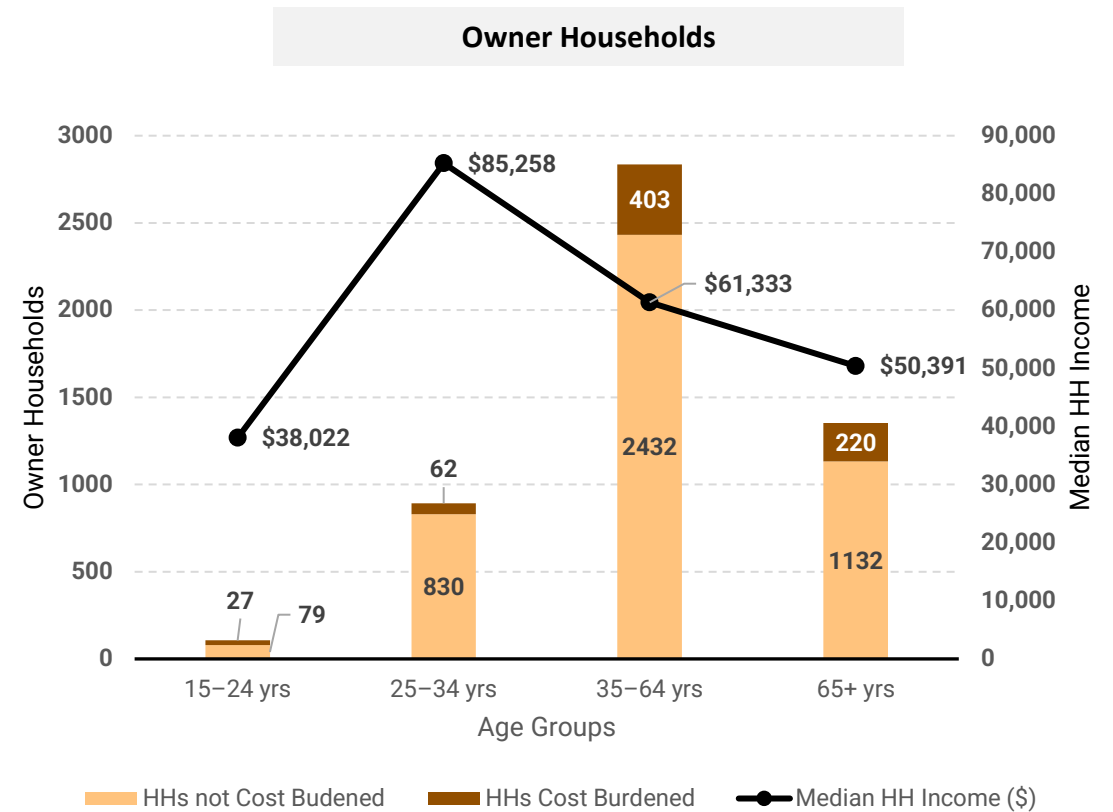
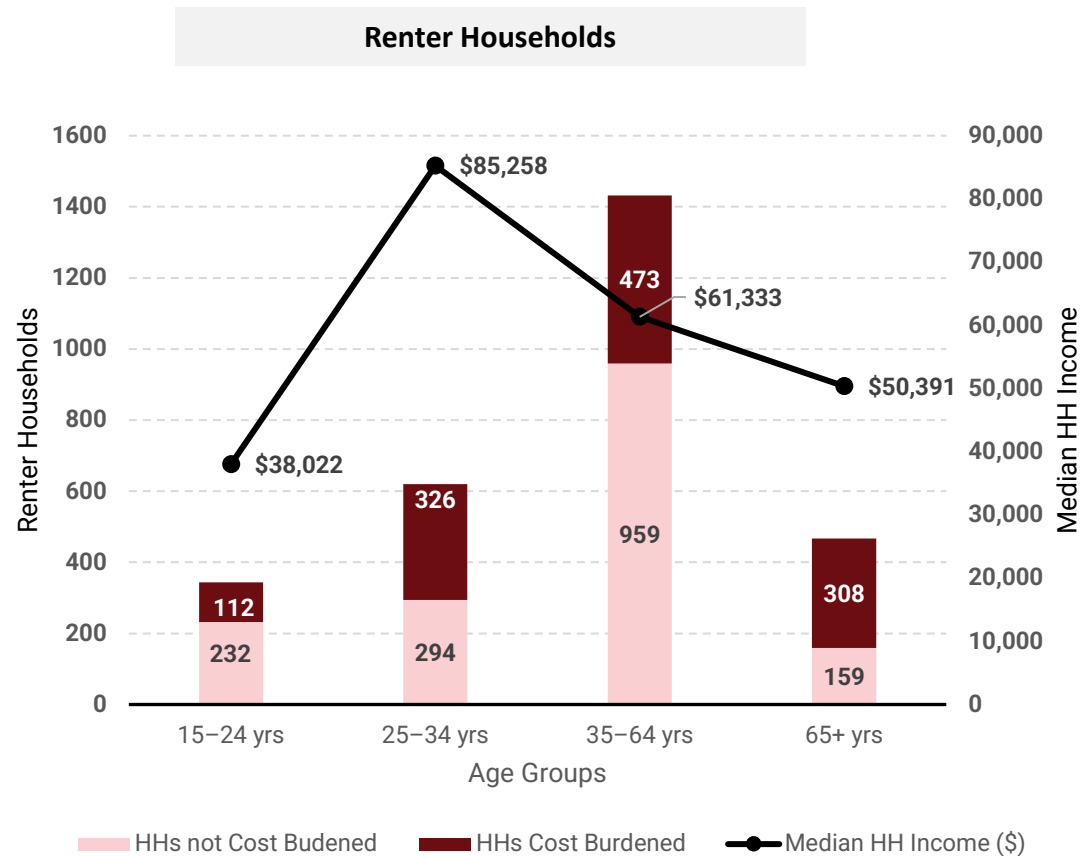
While the share of renter households considered rent burdened has increased, cost burdened, cost burdened renter households have declined from 2013 to 2023, and many households moved from being severely rent burdened to rent burdened. Cost burdened and severely cost burdened in owner occupant households also declined over that period.



Source(s): American Community Survey 5-Year Estimates, 2023

Renting is where the burden lies.

The majority of **young renter households (25-34)** are **cost burdened**, despite higher median HH incomes compare with other age cohorts, suggesting a **supply shortage in attainable rentals**. **Senior renters** are burdened because **incomes are fixed, or single income-households** and supply of affordable senior housing is limited.



DEMOGRAPHIC TRENDS | KEY TAKEAWAYS

Menasha's strong growth and balanced demographics are offset by low incomes, small households, and tight housing supply, leaving renters most vulnerable and likely priced-out from homeownership opportunities.

➤ **Population & Household Growth**

Menasha has grown faster than peers and the state since 2010, though growth slowed after 2020.

➤ **Age Distribution**

The population is balanced across ages 20–64, with 25% under 19 and 14% seniors; median age (38) is steady and younger than the counties and the state.

➤ **Household Structure**

35% of households are single-person, higher than the region (25%), while married-couple households have steadily declined, reducing average household size.

➤ **Income Trends**

Median income is \$64,392, the lowest among peers, but has grown faster since 2009, highlighting the need for affordable housing options.

➤ **Housing Costs**

Median ownership housing cost is \$902 (17% of income). Owner occupant households are generally shielded from housing cost burdens.

➤ **Cost Burden Patterns**

43% of renters are housing cost burdened, especially seniors (66%) and younger renters (53%).

➤ **Vacancy & Supply**

Rental and ownership vacancies are very low, and Menasha has just 4.2% more units than households, underscoring a very tight housing market.

Market Indicators

Location Context Map

City Hall District Site

The City Hall District site is in the heart of Menasha’s downtown, surrounded by civic anchors and walkable amenities. Its centrality and visibility provide strong potential for mixed-use residential development.

Central Downtown Positioning

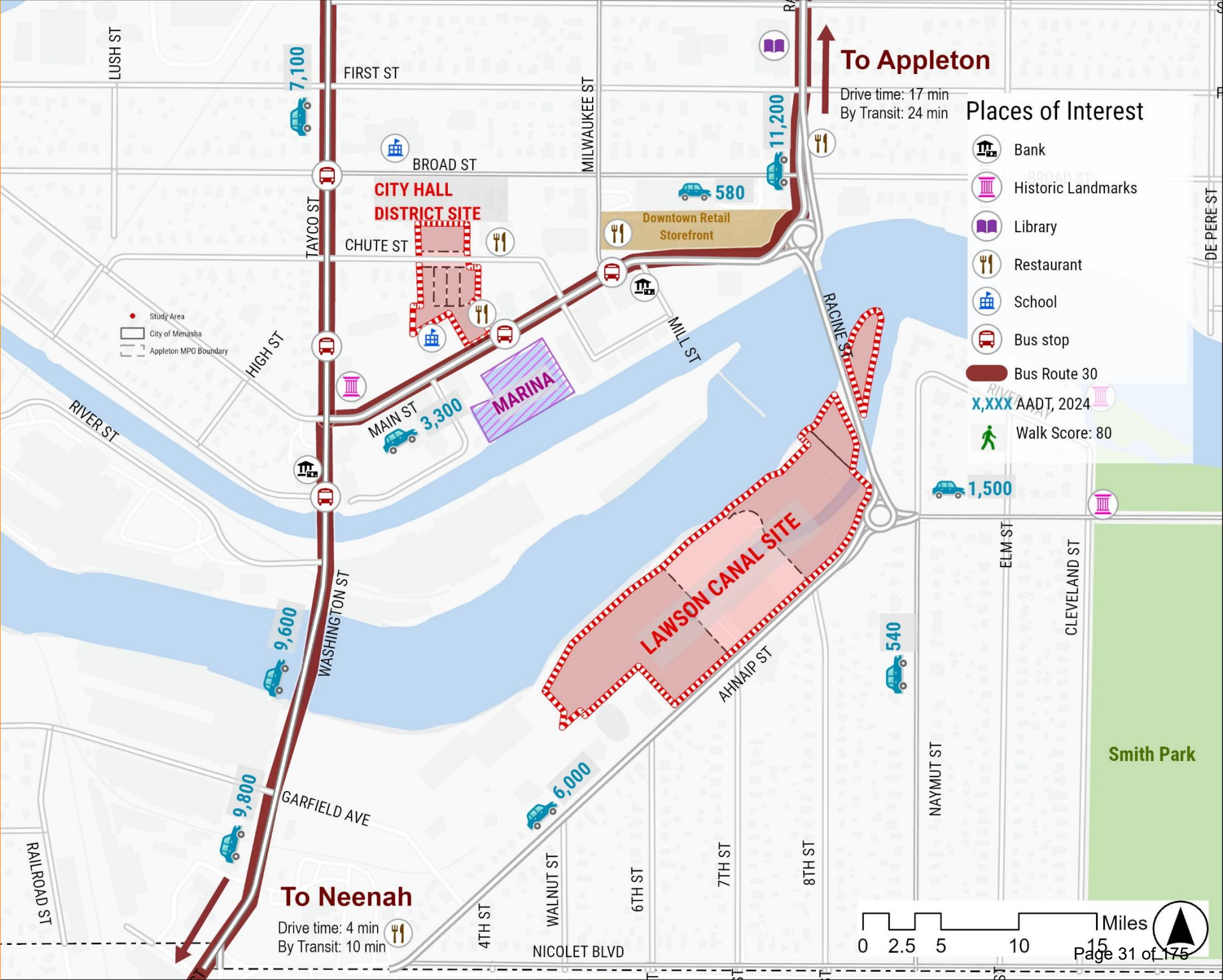
- Located in the civic core of Menasha, anchored by City Hall and adjacent civic uses.
- Proximity to local government functions, library, and community services creates a natural hub of activity.

Access & Connectivity

- Walkable to nearby retail, restaurants, and the waterfront.
- Connected by the downtown street grid; good access to regional highways via Tayco St and Racine St.

Development Potential

- Visibility and centrality make it a strong candidate for mixed-use development.
- Civic adjacency supports uses such as market-rate apartments, senior housing, or live/work spaces that benefit from downtown amenities.



Location Context Map

Lawson Canal Area Site

The Lawson Canal site combines downtown adjacency with unique waterfront appeal. It presents an opportunity to attract a range of elements that can activate Menasha’s waterfront district.

Waterfront Character

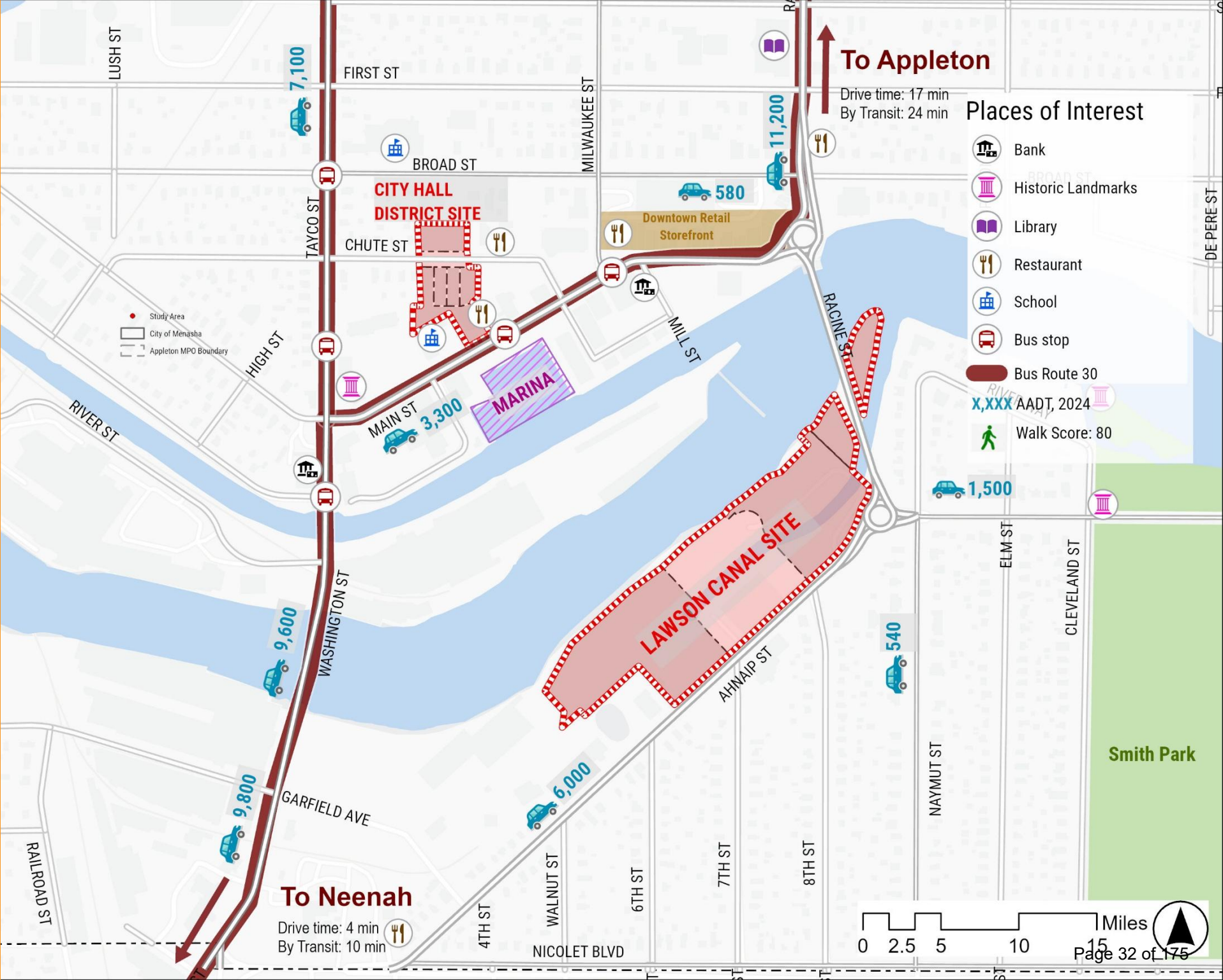
- Directly adjacent to the Fox River and within a short walk of Lake Winnebago.
- Offers waterfront views and recreational potential not available in the region.

Emerging Development Edge

- Potential to activate underutilized waterfront space and strengthen connections between downtown and residential areas.

Development Potential

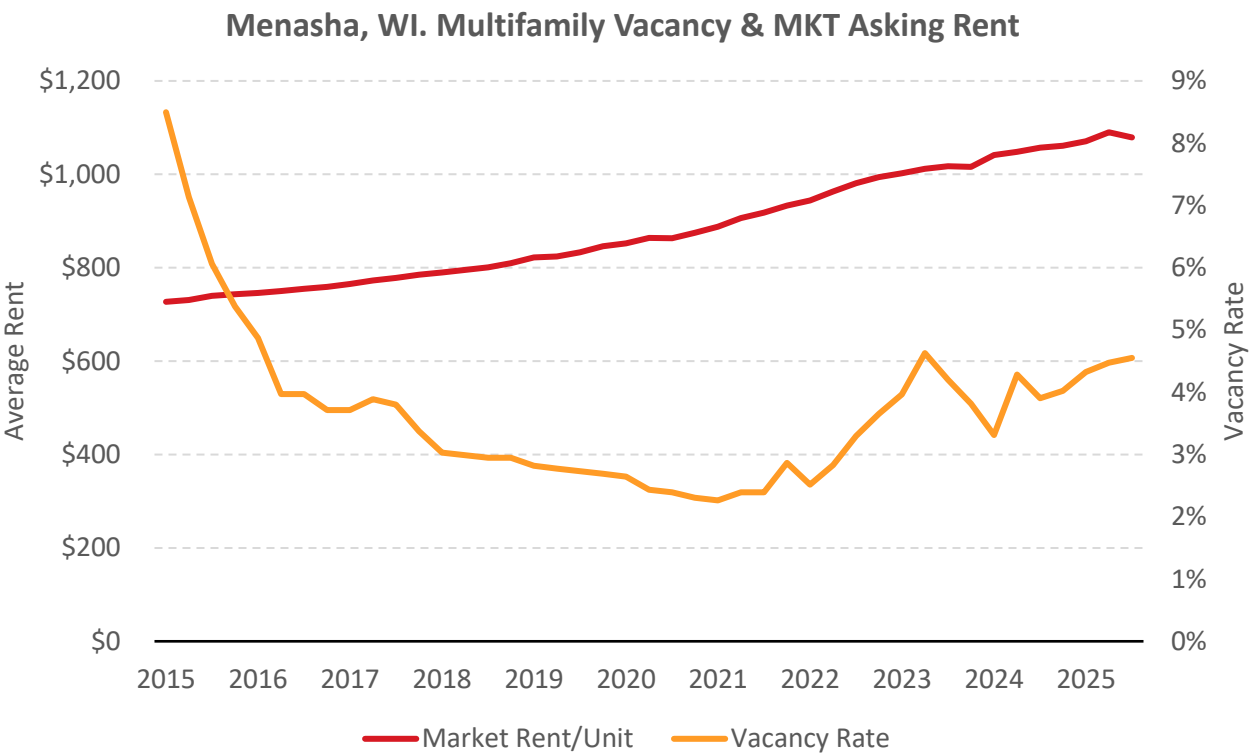
- Opportunity for waterfront activation through park development, and commercial uses that benefit from park & water frontage—including food & beverage businesses, and event space
- Waterfront location is potentially attractive for higher-value residential (market-rate apartments, senior living) and boutique hotel.



Menasha’s multifamily sector is supply-constrained but market indicators signal ongoing demand.

Geography	Inventory SF	Under Construction	12 Month Net Absorption Units	Vacancy Rate	Market Asking Rent/Unit	Market Sale Price/Unit	Market Cap Rate
Menasha WI	2,637 Prior period: 2,637	0 Prior period: 0	(15) Prior period: 50	4.6% Prior period: 4.0%	\$1,079 Prior period: \$1,055	\$106K Prior period: \$95K	7.8% Prior period: 8.1%

- **Tight market, no pipeline:** With 2,637 units in inventory and little construction activity, housing growth is reduced despite clear demand.
- **Vacancies remain low:** At 4.6%, vacancies are below equilibrium, showing continued pressure on the rental market.
- **Rents are rising:** Asking rents climbed to \$1,079/unit (up from \$1,055), reflecting steady demand.
- **Strong investment signals:** Sale prices increased to \$106k/unit, while cap rates fell to 7.8% (from 8.1%), indicating strengthening investor interest.
- **Overall takeaway:** Menasha’s multifamily sector is supply-constrained but market indicators signal ongoing demand for new apartment development, especially mid-market and attainable units.



Source(s): CoStar

Map: Multifamily development in Menasha

Input from Developer Interviews

Downtown (City Hall District)

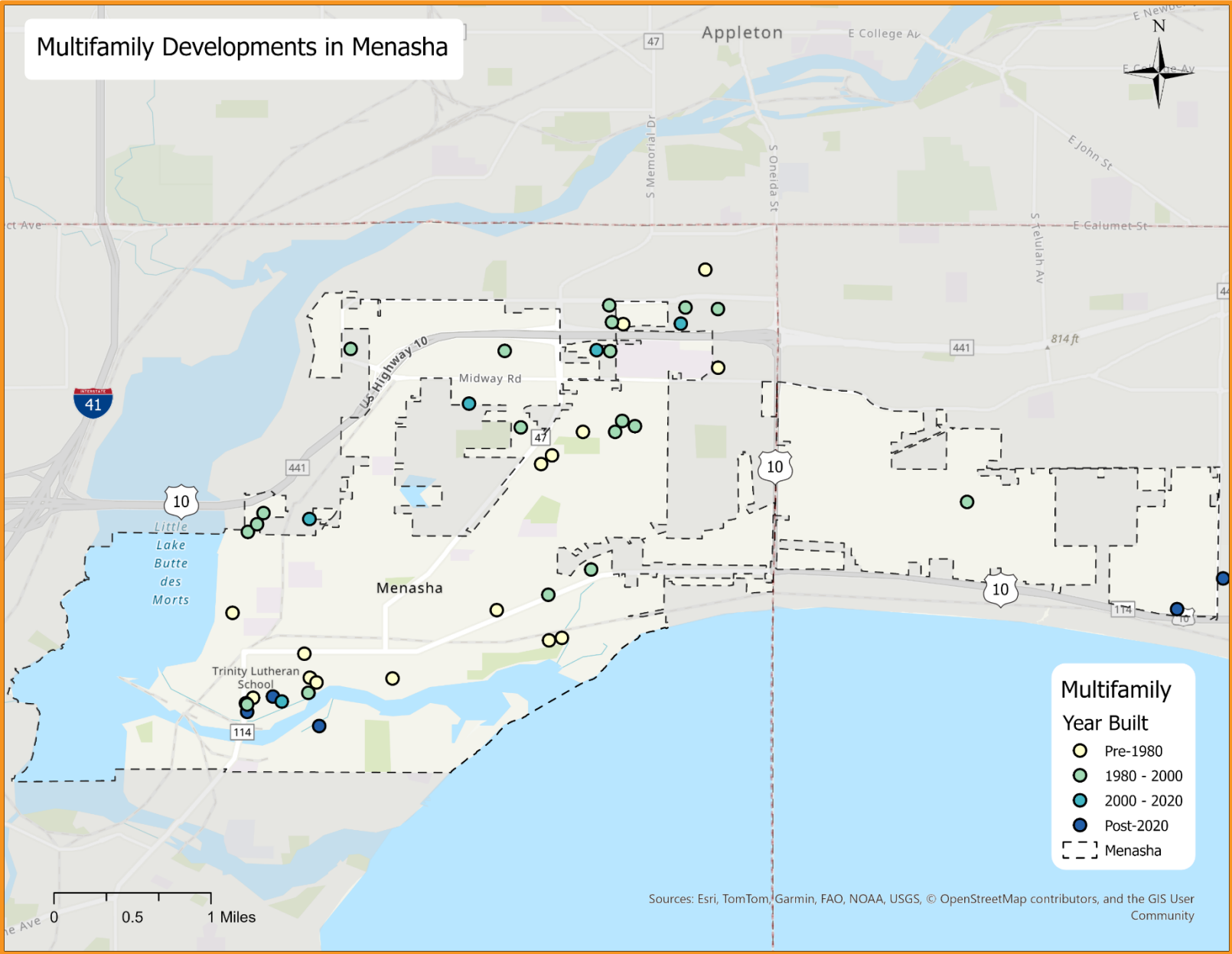
- Multifamily development supported by walkability, restaurants, and marina proximity.
- Feasible for boutique multifamily similar to multifamily projects in Neenah and Appleton, with rent potential slightly below those projects.
- Would benefit from site readiness (environmental cleanup and infrastructure in place) to attract developers.

Lawson Canal Area

- Attractive for waterfront living but industrial adjacencies could be a challenge.
- Would require public investment in site amenities to enhance perception and pedestrian experience.

Public Sector Role

- Public support is needed for environmental remediation, utility extensions, and stormwater solutions.
- TIF funding will be needed, but pay-as-you-go formats have limitations.
- Additional gap financing or cost reduction may also be needed.



Source(s): CoStar and Developer Interviews

Map: Senior housing development in Menasha

Input from Developer Interviews

Market Conditions:

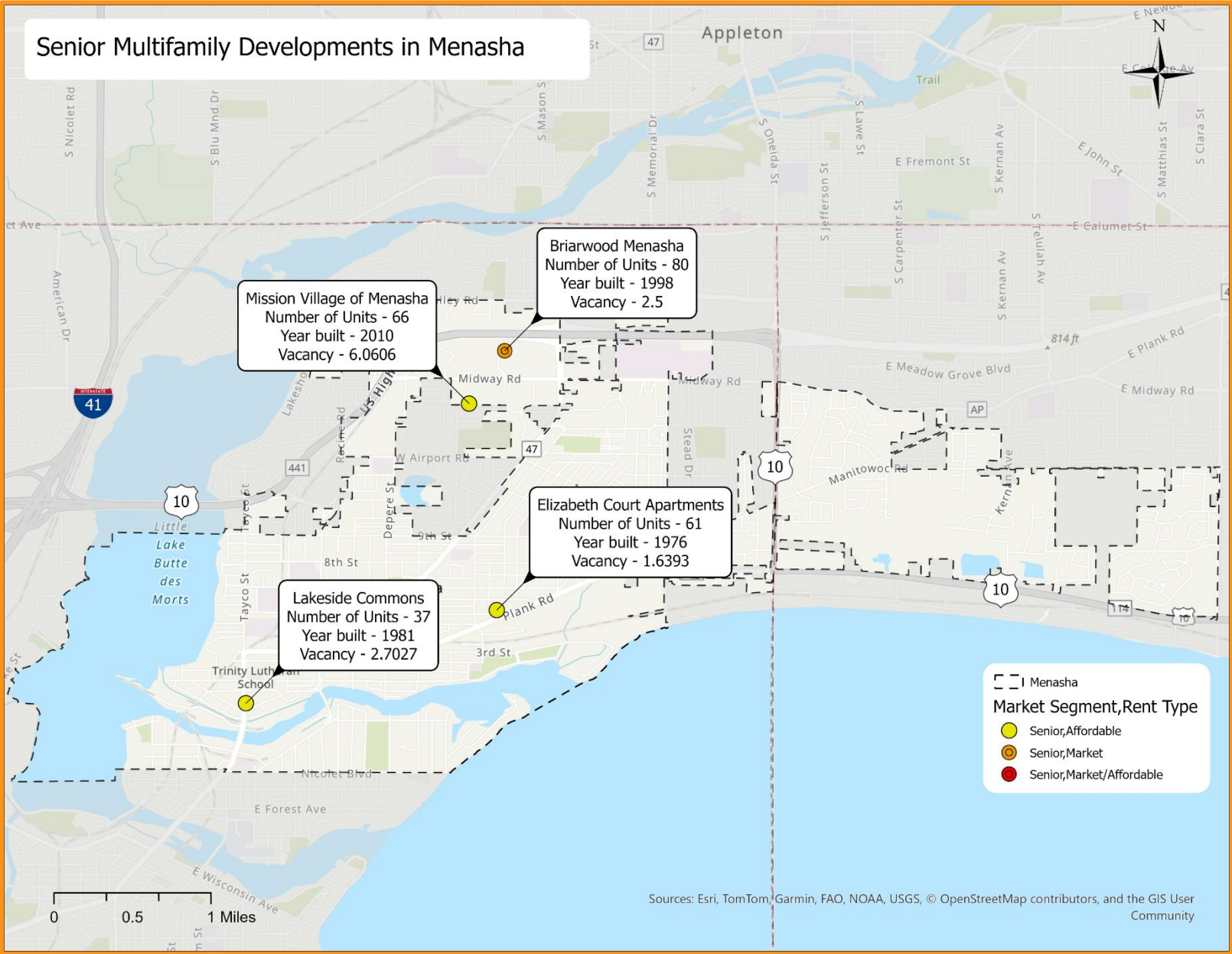
- Developers emphasized that multifamily is difficult to finance in the current cost environment without public gap funding.
- 55+ housing remains strong with long waitlists and near-zero vacancy, but fixed incomes limit rent growth.

Financial Feasibility

- Typical achievable rents: \$1,000 (2BR existing) to \$1,200 (1BR + den new).
- Direct subsidies or housing revenue bonds covering 10–20 % of costs are essential.
- TIF alone is insufficient—too delayed and limited for current construction costs.

Site Observations

- **City Hall District:** Good walkability and downtown amenities; favorable for senior or mixed-use infill.
- **Lawson Canal Area:** Adjacency to industrial uses a potential weakness but could suit senior + family housing mix.



Source(s): CoStar and Developer Interviews

Map: Senior housing development in the region

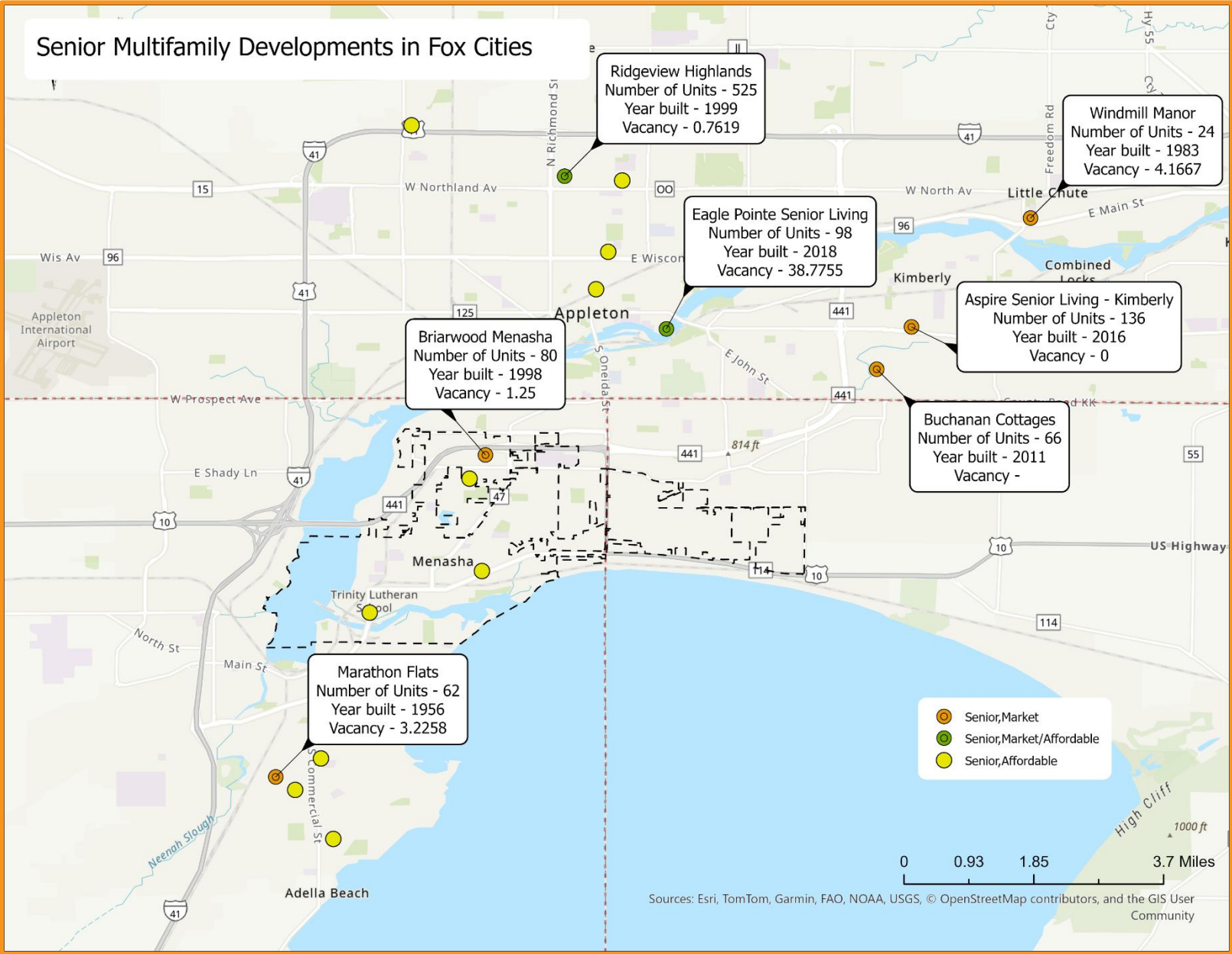
Input from Developer Interviews:

Strong Market but Public Assistance is Key

- Strong potential for senior-targeted infill near downtown and Lawson Canal, but public funding is needed to bridge cost gap.
- Need for assistance may go beyond tax increment financing.
- Flexibility in minimum parking requirements would be needed.

Community Amenities and Waterfront Advantage

- Community amenities building on the waterfront location would improve development viability
- The inclusion of commercial amenities at the Lawson Canal site would also enhance feasibility and tenant appeal.



Source(s): CoStar and Developer Interviews

Senior MF development in Fox Cities, WI

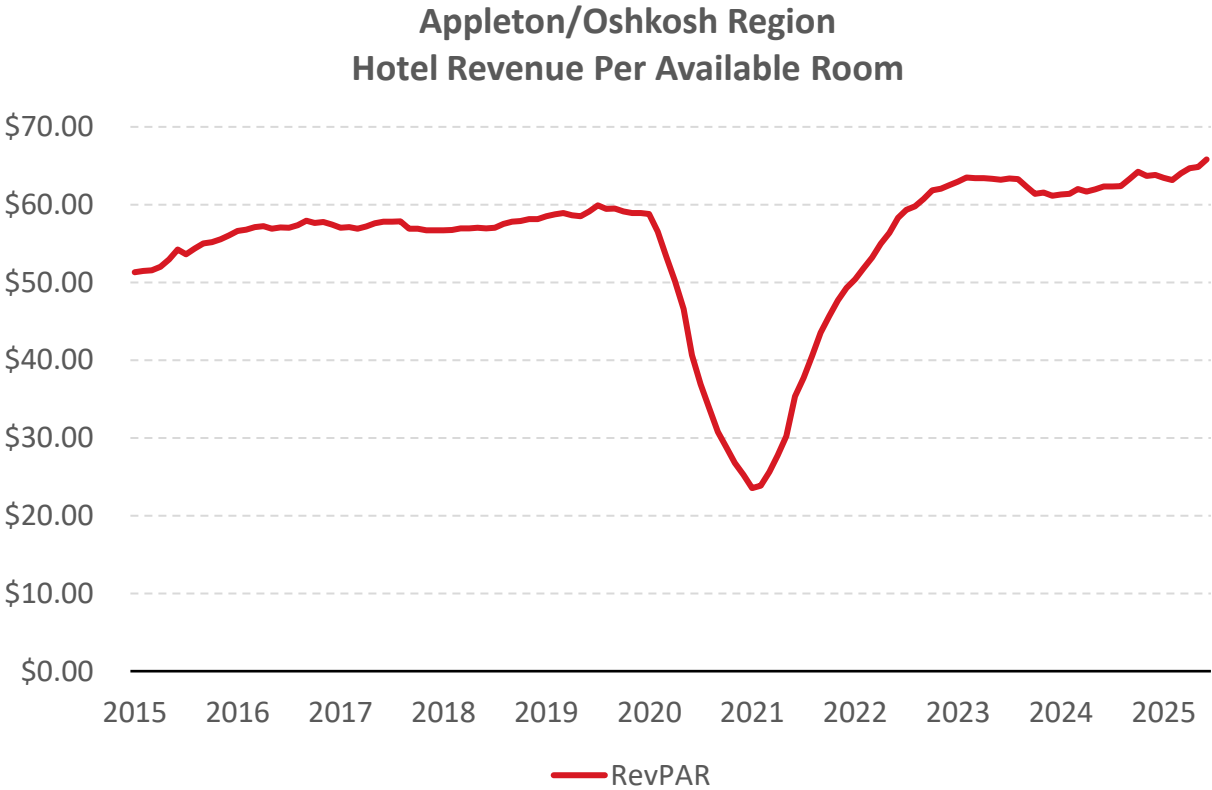
Property Name	No. of Units	Style	City	Year Built	Segment	Service types
Marathon Flats	62	Low-Rise	Neenah	1956	Market Rate	Independent Living
Eagle Pointe Senior Living	98	Low-Rise	Appleton	2018	Market/Affordable	Independent Living, Assisted Living, Memory Care
Briarwood Menasha	80	Garden	Menasha	1998	Market Rate	Independent Living
Ridgeview Highlands	525	Garden	Appleton	1999	Market/Affordable	Independent Living
Aspire Senior Living - Kimberly	136	Low-Rise	Kimberly	2016	Market Rate	Independent Living, Assisted Living, Memory Care
Windmill Manor	24	Low-Rise	Little Chute	1983	Market Rate	Independent Living (not enough info)
Buchanan Cottages	66	Garden	Appleton	2011	Market Rate	Independent Living

The hospitality market is in recovery mode after the big COVID dip, supporting gradual stabilization.

Geography	Inventory Units	Under Constr. Rooms	MKT Sale Price/Room	12 Mo. Occ. Rate	12 Mo. ADR	12 Mo. RevPAR.	MKT Cap Rate
Appleton-Oshkosh-Neenah	5,049 <i>Prior period: 4,935</i>	79 <i>Prior period: 90</i>	\$87.5K <i>Prior period: \$86.1K</i>	55.0% <i>Prior period: 53.9%</i>	\$120 <i>Prior period: \$115</i>	\$66 <i>Prior period: \$62</i>	10.2% <i>Prior period: 9.8%</i>

- **Inventory expanding modestly:** 5,049 rooms in inventory, up from 4,935, with 79 rooms under construction.
- **Occupancy improving:** 12-month occupancy rose to 55.0% (from 53.9%), pointing to a continued gradual rebound in room demand.
- **ADR growth:** ADR (Average daily rate) climbed to \$120, up from \$115, showing operators are regaining some pricing power.
- **RevPAR strengthening:** RevPAR (revenue per available room) increased to \$66 (from \$62), reflecting gains from both occupancy and rate growth.
- **Investor signals:** Sale prices advanced to \$87.5K/room, while cap rates rose to 10.2% (from 9.8%), suggesting moderate caution despite improving performance.
- **Overall takeaway:** The hospitality market is recovering. After the big COVID dip, occupancy, ADR and RevPAR are improving. Hotel development is becoming potentially viable once again.

Source(s): CoStar



Map: Hotel development in the region

Input from developer interviews:

Strong Regional Market

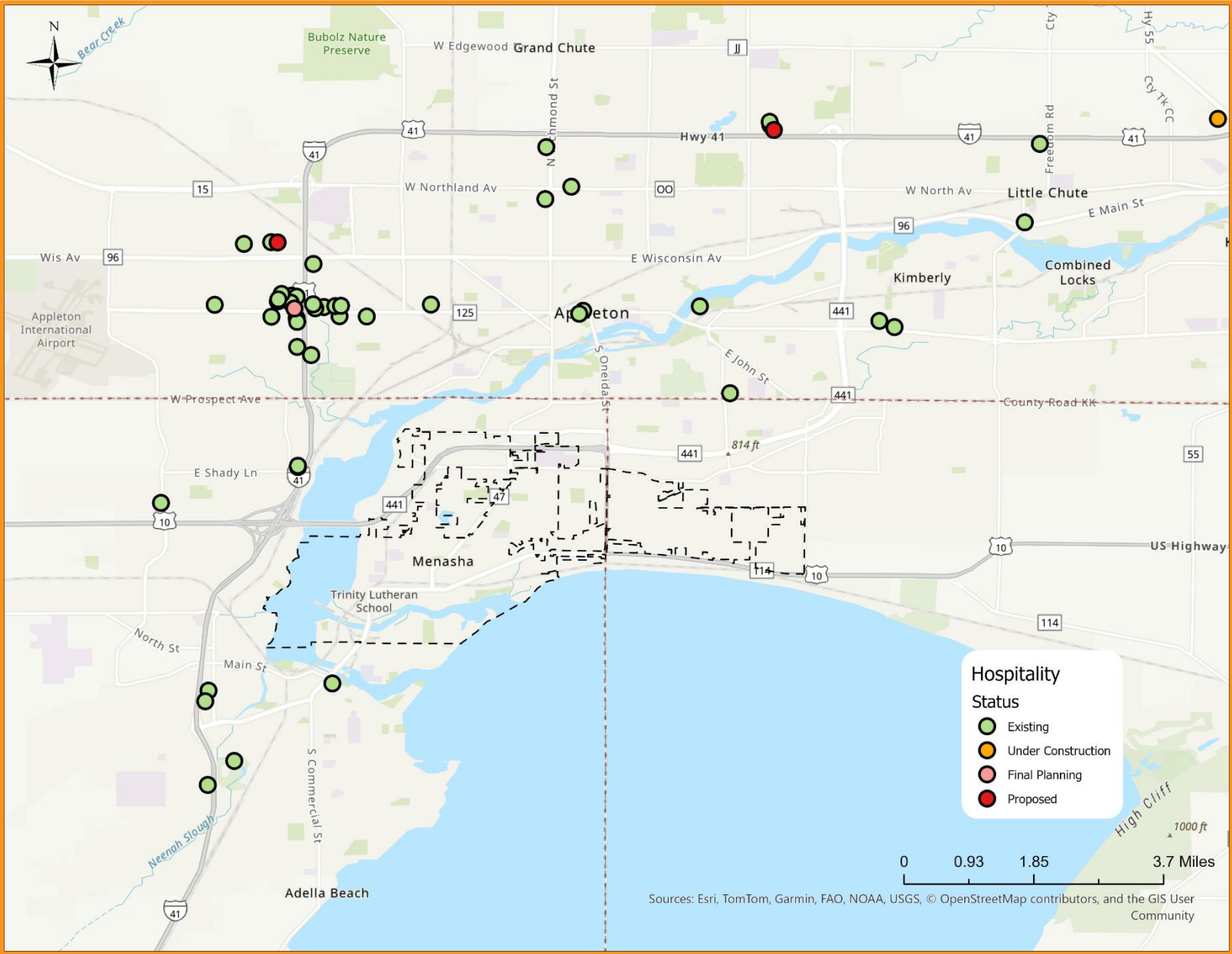
- The Fox Cities region has a robust hospitality ecosystem, supported by major employers, sports tourism, and regional attractions (Champion Center, Fox Cities PAC, Fox River Mall, Appleton International Airport).
- Corporate travel and sports/event tourism keep occupancy strong; performance is near pre-pandemic levels.

Post-Pandemic Shifts

- Event sizes have downsized (150–175 guests vs. 250 pre-pandemic), and booking windows are shorter.
- Corporate lunches and happy hours are down, but local leisure and weddings remain steady.
- Inflation and staffing shortages continue to pose challenges despite stable demand.

Development Considerations

- Construction costs, staffing, and F&B margins remain key feasibility barriers.



Source(s): CoStar and Developer Interviews

Map: Event spaces in the region

Input from developer interviews:

Market Gaps

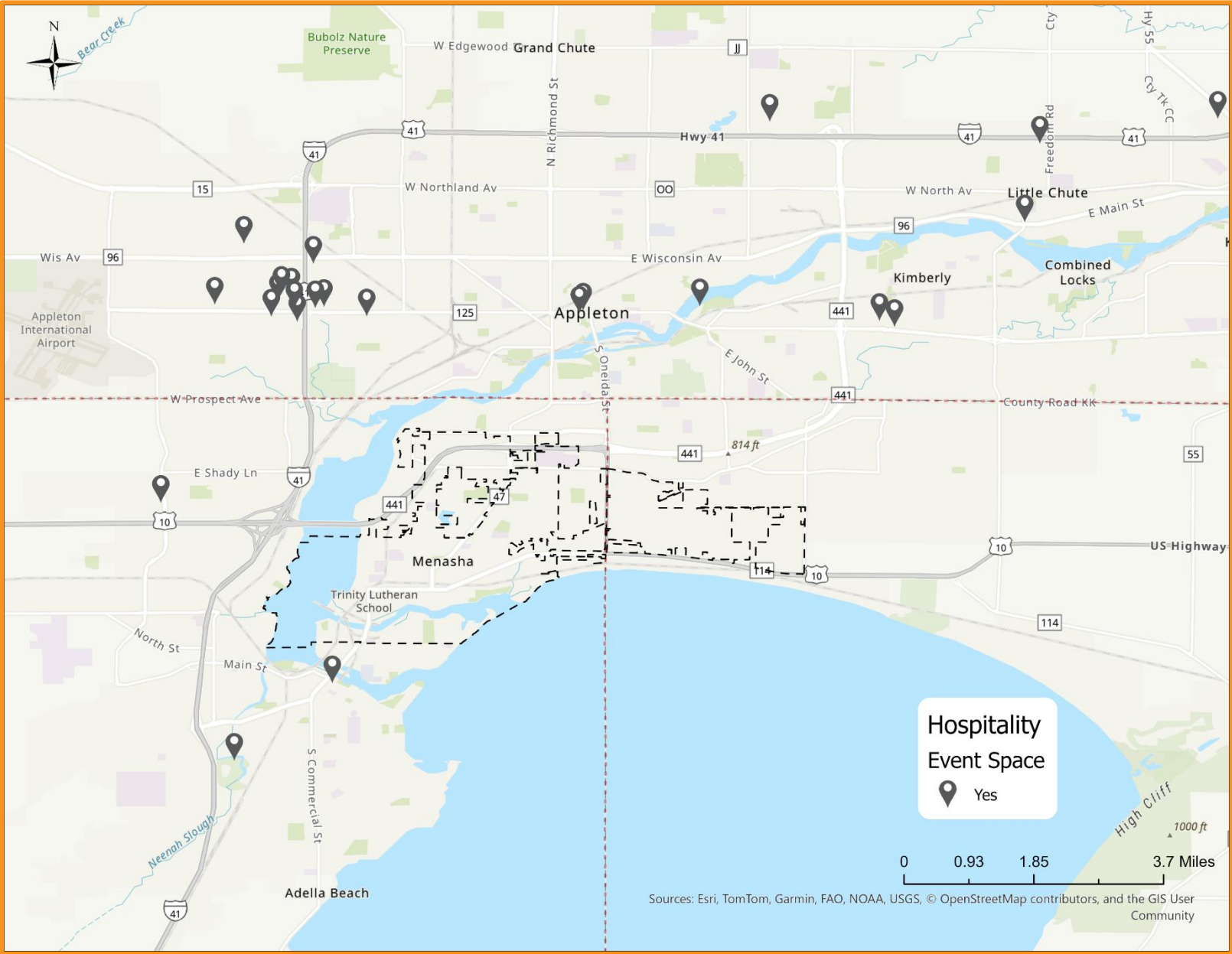
- Menasha lacks large-scale event venues.
- Unique water access and downtown revitalization present major opportunities for hospitality growth if coupled with destination amenities.

Opportunity for Destination Development

- Menasha could differentiate itself through a waterfront event destination, leveraging its waterfront access for boutique lodging, event space, or mixed-use hospitality.

Ideal Formats

- Small boutique hotel with flexible event capacity (100–200 guests), outdoor space, or hybrid event-dining concepts could perform well.
- Food hall or market-style venue could fill a regional gap. Could be designed for seasonal operation with public access and water activation.



Source(s): CoStar and Developer Interviews

Map: Event spaces in the region

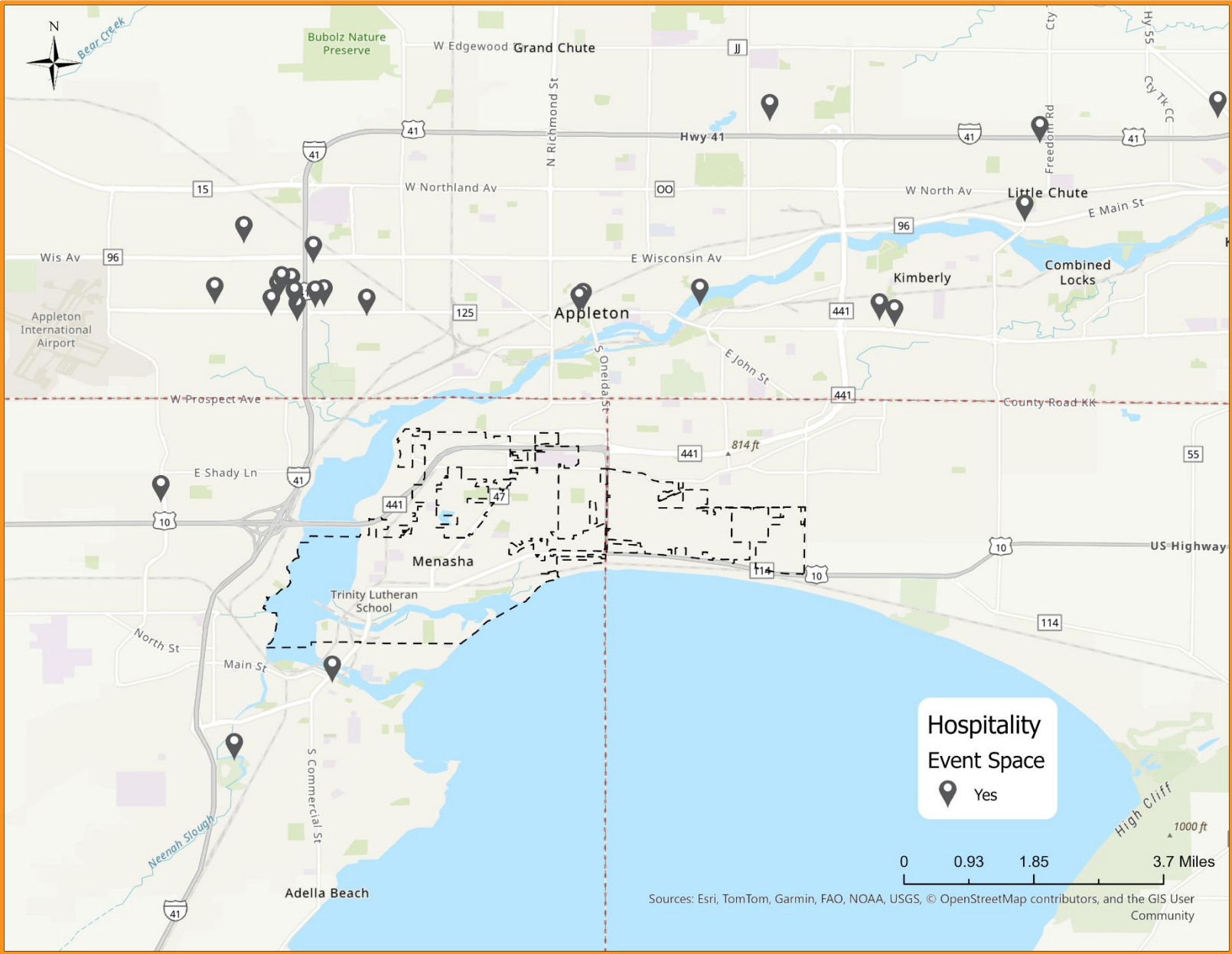
Input from developer interviews:

Development Considerations

- Water quality and access are concerns that must be addressed to attract private investment.
- Parking and site access are additional challenges but can be mitigated through shared public facilities.

Role for the City

- Public-private coordination is essential.
- City support could focus on public realm enhancements (park and amenity building), infrastructure, and financial tools (TIF, DNR support, grants) to de-risk early projects.

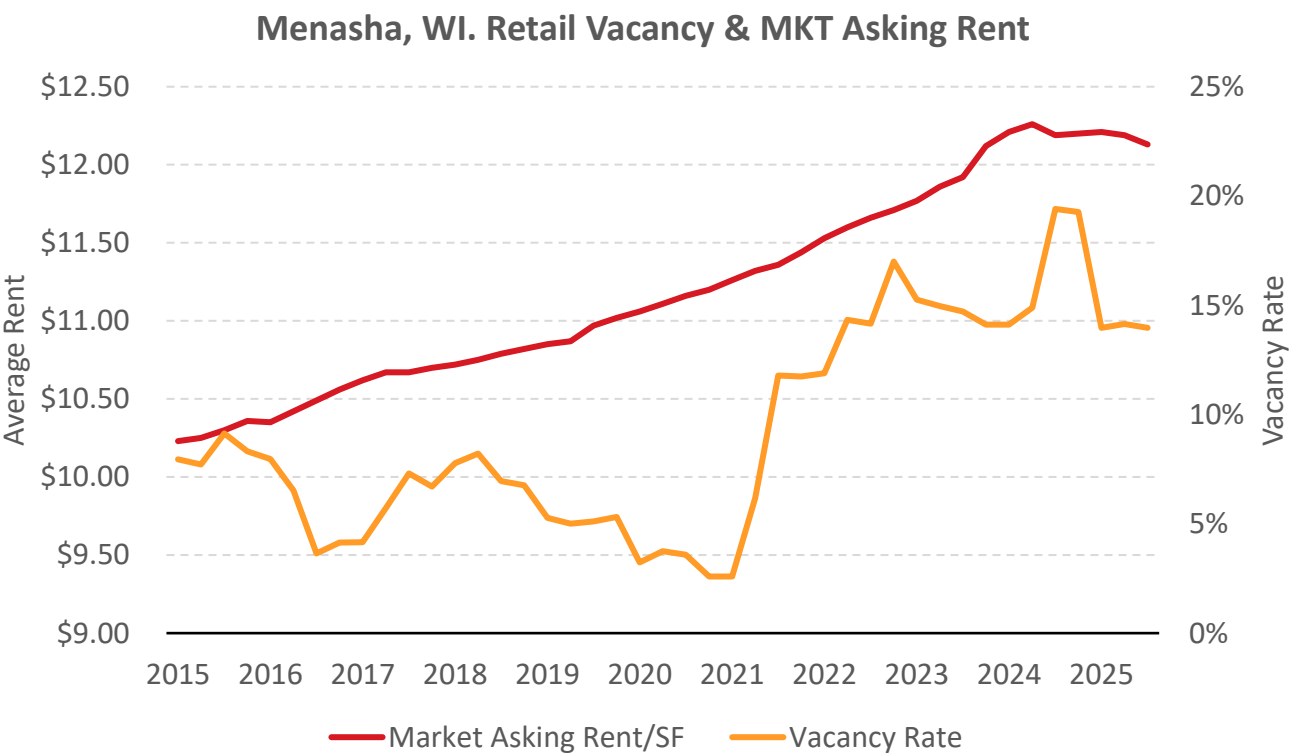


Source(s): CoStar and Developer Interviews

Menasha’s retail sector demonstrates overall weak demand. Retail rents have risen at a slower rate than inflation, and vacancy rates are quite high.

Geography	Inventory SF	Under Construction	12 Month Net Absorption SF	Vacancy Rate	Market Asking Rent/SF	Market Sale Price/SF	Market Cap Rate
Menasha WI	1.4M Prior period: 1.4M	0 Prior period: 0	64.5K Prior period: 26.6K	14.0% Prior period: 18.5%	\$12.13 Prior period: \$12.21	\$124 Prior period: \$125	8.9% Prior period: 8.8%

- **Flat supply:** Retail inventory has held steady at 1.4M SF, with no new construction.
- **High vacancy rate:** Current vacancy is 14.0%, which is elevated compared to healthy retail demand environments.
- **Rents steady:** Market asking rents have been stable at around \$12 per square foot over the past couple of years. These are low average rent levels, which may signify an older retail building stock, in addition to low demand for retail space overall.
- **Amenity retail:** The metrics above are indicators of the demand context for conventional retail. Storefront-style retail and restaurant businesses in walkable environments have a distinct demand context.
- **Overall takeaway:** The demand context for Menasha’s conventional retail is weak, but downtown storefront districts in the region are performing better—indicating potential demand for amenity retail in downtown



Menasha
Source(s): Costar

Map: Retail properties in Menasha

Input from developer interviews:

Regional Strength, Local Gap

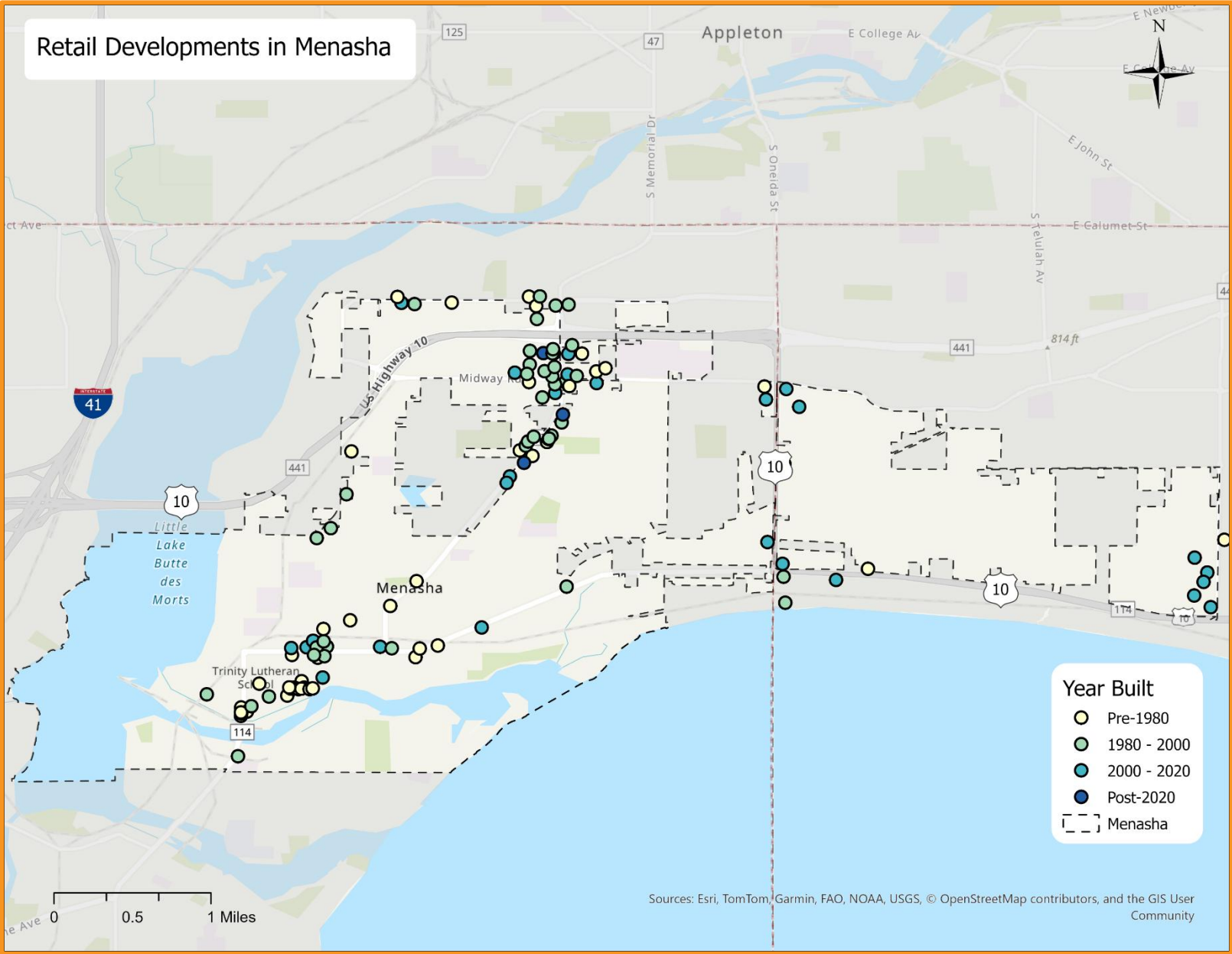
- Retail and office leasing across the Fox Cities is strong, with low vacancies and steady absorption post-COVID.
- Menasha stands out as an anomaly: its downtown storefront vacancies persist. The gap is perception-based, based on image and property condition.

Downtown Menasha Dynamics

- Price sensitivity is higher than Neenah’s; Menasha cannot sustain premium rents yet.
- Vacancy causes are building-specific: outdated or neglected structures, undercapitalized owners, deferred maintenance; Unmotivated owners that are not actively marketing leasable space.

Tenant & Ownership Patterns

- Successful tenants: food and beverage, niche retail, and experiential offerings like Weathervane restaurant.
- Struggling spaces reflect ownership and maintenance issues, not lack of consumer interest.
- Some key buildings remain vacant due to unforeseen structural problems uncovered post-sale.



Source(s): CoStar and Developer Interviews

Map: Retail properties in Menasha

Input from developer interviews:

Market Barriers

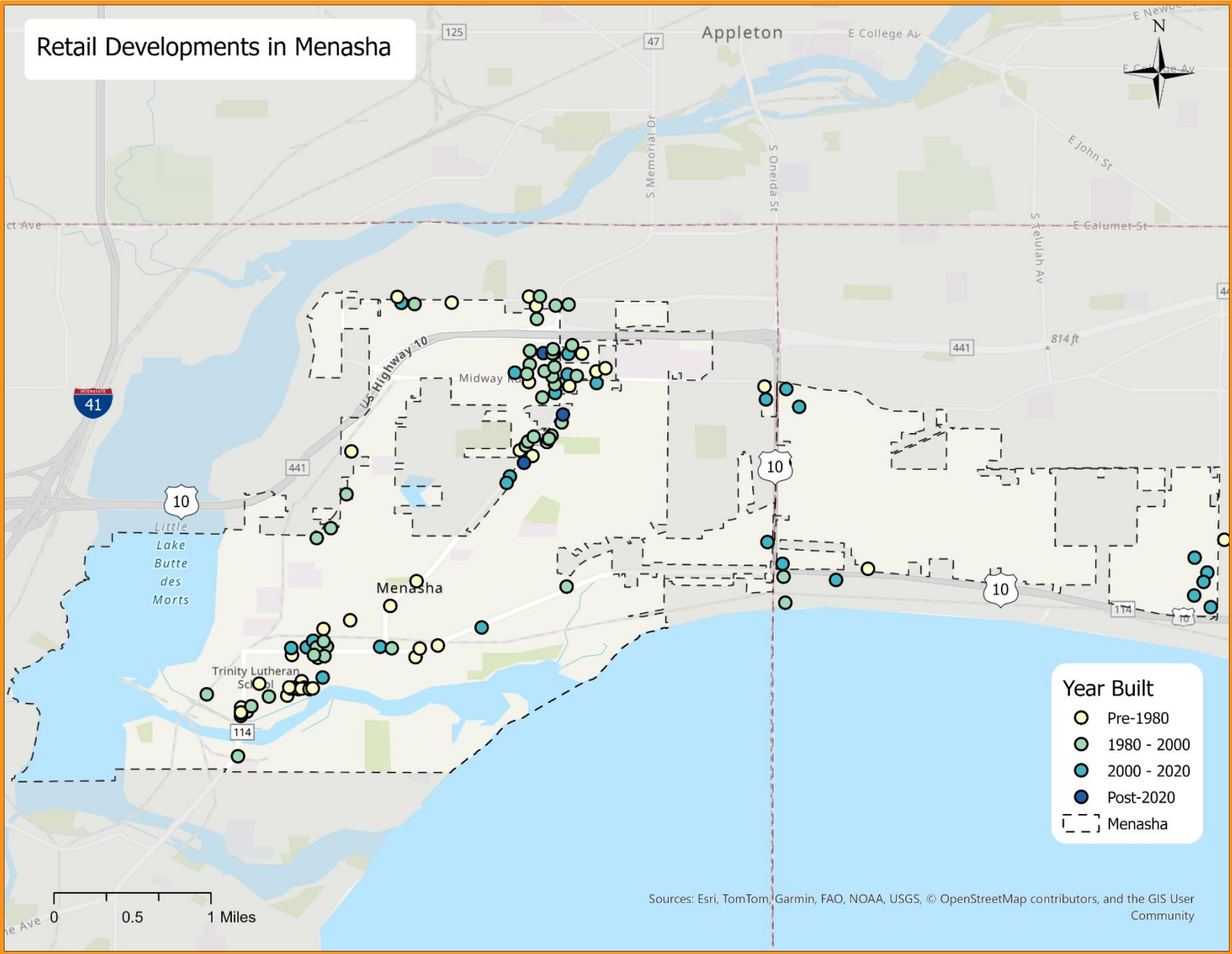
- Funding constraints among local property owners and developers hinder reinvestment in downtown buildings.

Strengthen Downtown’s Core

- Focus on storefront renovation and reinvestment at key nodes. Encourage coordinated business promotion and shared branding among downtown merchants.

Waterfront Activation Opportunities

- Lawson Canal Area could support waterfront dining, event space, or boutique retail, but investment depends on infrastructure and perception improvements.
- Marina or public dock amenities could anchor activity and attract destination foot traffic.



Source(s): CoStar and Developer Interviews

Map: Retail centers in Menasha

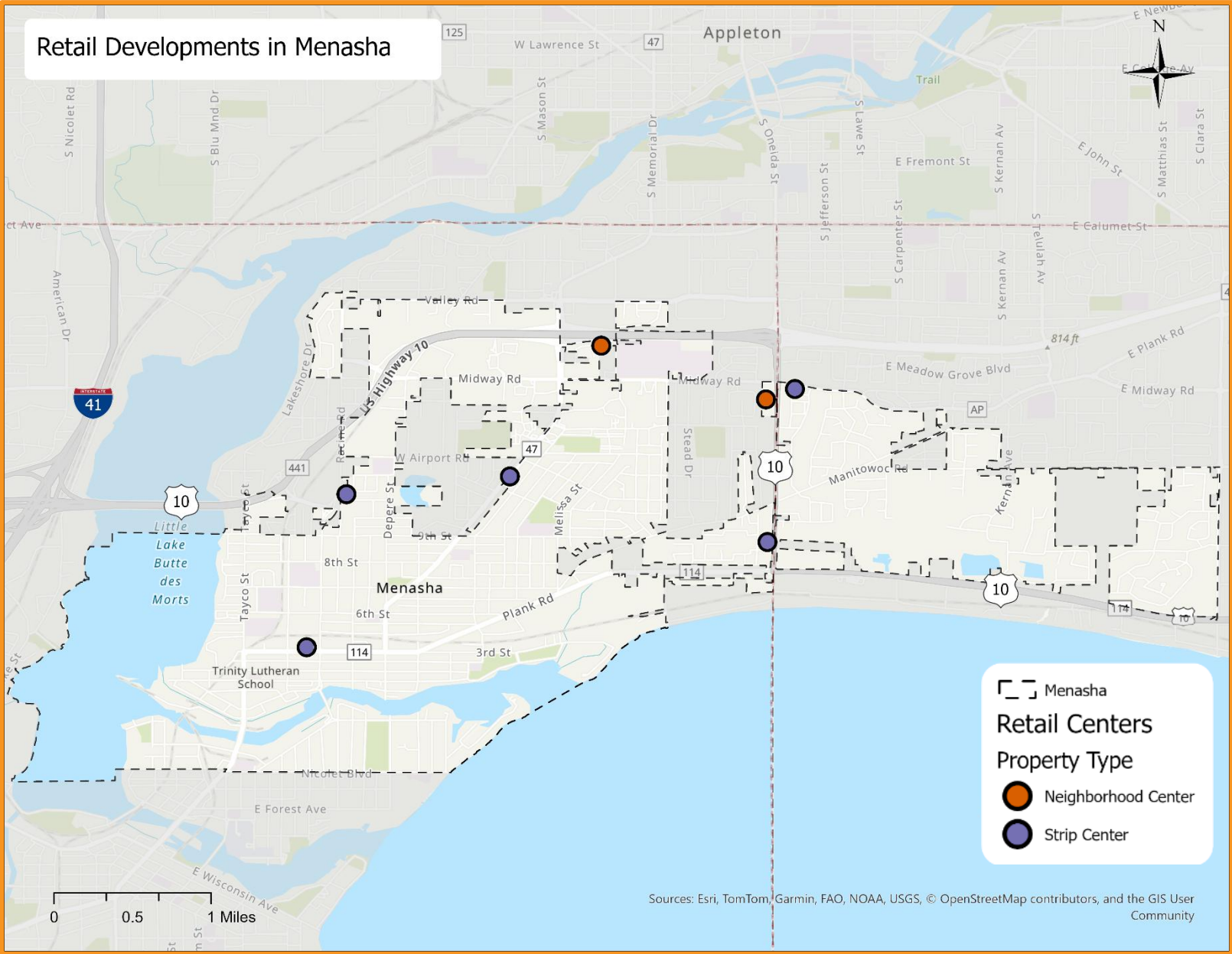
Input from developer interviews:

Public Role

- The City should consider TIF funds for storefront rehabilitation, facade improvements, and parking solutions.
- Provide matching grants or low-interest loans for downtown building upgrades.
- Invest in marketing and placemaking to overcome outdated perceptions and reinforce Menasha’s waterfront identity.

Long-Term Positioning

- **There is strong potential for waterfront activation. Menasha is the only Fox Cities downtown directly on the river.** With the right support, it can evolve into a regional day-trip and dining destination within the Fox Cities region.



Source(s): CoStar and Developer Interviews

Settings are conducive to redevelopment and supported by market demand, but redevelopment will hinge on closing the cost gap.

Demand Exists, but Projects Are Hard to Pencil Out

- Across housing, amenity retail, and hospitality markets, demand remains healthy, yet high construction and financing costs are barriers to new development.
- Developers uniformly emphasized the need for upfront public participation (grants, TIF, site readiness) to achieve feasibility.

Multifamily: Under-Supplied but Rent-Constrained

- Vacancy rates under 5% reflect strong absorption and limited new product in Menasha.
- Existing rents are moderate (\$1,050–\$1,100/unit average) and rising. New construction rents are higher but can't yet support construction costs without subsidy.
- Demand is strong for 55+ independent living and walkable downtown apartments targeting professionals and empty nesters.

Retail: Underperforming but Recoverable Downtown

- Conventional retail is stagnant, but walkable amenity-focused retail nodes are doing better. Menasha's downtown lags behind peers.
- Reinvestment incentives (facade improvements, small business support) could reduce vacancies and reestablish market confidence.

Hospitality: Stable Regional Demand, Local Opportunity Gap

- The Fox Cities hospitality market has rebounded to pre-pandemic conditions.
- The absence of a full-service hotel or event space in Menasha presents an opportunity for a boutique waterfront hospitality or event concept at Lawson Canal.
- Developers stress public realm features (boardwalks, docks, water access) as key to attracting private interest.

Public Sector's Critical Role

- Menasha must take an enabling role—funding site preparation, addressing environmental issues, improving access, and leading on placemaking.
- Turn-key sites (with utilities, stormwater, and environmental clearance) are essential to attract development interest.
- Coordinated use of TIF, bonds, or state/federal grants can catalyze initial investment and shift market perception.

Case Studies

Former industrial site was redeveloped into a sustainable waterfront community.

Public Private Partnership – Mixed Use Development along the Fox River in Appleton, WI



RiverHeath Apartments

Beds	Units	Avg. SF	Asking rent/unit
Studio	12	576	\$1,066
1	96	750	\$1,340
2	48	1,225	\$2,269
3	22	2,183	\$3,786
Totals	178	1,044	\$1,875
Vacancy	2.2%		

Courtyard by Marriott	80,000 SF, 97 rooms, 4 stories
Poplar Hall	8,400 SF, 2 stories

Source: [RiverHeath](#) Source: Costar, [C.D. Smith Construction](#)

Type: Mixed-use, waterfront redevelopment (multifamily, retail, hospitality, and event uses)
Scale: ~15 acres (multi-phase)
Developers: Tanesay Development, LLC
Location: South RiverHeath Way, Appleton, WI
Timeline: 2006-present

Context: The River Heath site in Appleton, WI was a former industrial brownfield site (home to the Riverside Paper Mill) along the Fox River. Located on a 15-acre former industrial site, the redevelopment reclaimed this waterfront land and created a sustainable mixed-use community.

The site was cleaned up through environmental remediation and use. City also provided a loan interest loan to developer for road construction.

In addition, The City of Appleton played a key role by establishing Tax Increment Financing (TIF) District #8, PAYGO TIF, which helped fund infrastructure improvements, trail extensions, and public amenities. TIF allowed the city to leverage future property tax revenues generated by the site development to fund the redevelopment with fewer upfront public subsidies. Project has since exceeded 2X initial

valuation estimate (50M), creating a boon to City in terms of tax base.

The project also received a project grant from the U.S. Department of Energy to fund its geothermal exchange system for sustainability.

The site now is a walkable mixed-use community with market-rate apartments, retail, hotel, office spaces, and public access to the riverfront. Its unique geothermal exchange system uses the river as the source of heat exchange.

Objective. To create a “live-work-play” district anchored by sustainable design, public riverwalk access, and year-round activation.

Phases: Potentially three to four (starting with townhomes sales to jump start project).

A critical success factor was long term support from the Mayor. As Council turned over the Mayor was able to educate and inform newer members to maintain necessary long-term support for the project.

Former industrial site was redeveloped into a sustainable waterfront community.

Public Private Partnership – Multifamily Development along the Wisconsin River in Wausau, WI



Figure 1: RiverLife District

Type: Multifamily mixed-use riverfront redevelopment
Scale: ~10 acres (multi-phase)
Developers: City of Wausau + Gorman & Company (initial master developer, 2015–2018) → Pfefferle Companies / Blenker Construction (current phases)
Location: North of downtown Wausau along the Wisconsin River, adjacent to the RiverLife Trail and bridge crossings
Context: The RiverLife District was conceived in 2013–2014 as a major downtown-adjacent brownfield and waterfront redevelopment. The city sought to repurpose underutilized industrial parcels along the Wisconsin River into a mixed-use neighborhood combining housing, recreation, and dining. Early master plans were led by Gorman & Company under a public-private partnership with

the City of Wausau.
City investments included buying land, environmental cleanup, riverwalk extensions, bridge and trail connections, and new infrastructure through TIF-supported public improvements, providing the developer with development-ready land for private vertical construction and long-term reinvestment along the Wisconsin River.
Objective. To reclaim the riverfront as a community asset and connect downtown to the waterfront through housing and amenities.
Phases: Multiple phases were planned. This was one of the first developments with more in the pipeline.

Beds	Units	Avg SF	Asking Rent/Unit
1	38	736	\$1,328
2	26	1,083	\$1,826
3	11	1,380	\$2,441
Totals	75	951	\$1,664
Vacancy	1.3%		

Former industrial site was redeveloped into a mix of Affordable/Market-rate Senior Housing.

Public Private Partnership – Senior Housing along the Fox River in Oshkosh, WI



Type: Senior-restricted independent living apartments (targeting older adults) along the Fox River and proximate to downtown Oshkosh.
Scale: ~2.5 acres (multi-phase)
Developers: Northpointe Development, Inc
Location: Location: 455 & 475 Marion Road, Oshkosh, WI 54901.

Context: The Rivers Senior Living development anchors the Marion Road riverfront redevelopment area in Oshkosh, a former industrial corridor along the Fox River that the city has been transforming into a walkable, mixed-use neighborhood.

Developed by Northpointe Development, Inc., the project introduced age-restricted independent living apartments that blend affordable and market-rate units, meeting strong demand for senior housing near downtown services and healthcare.

Located on a challenging infill site, the project required removal of old factory footings, groundwater mitigation, and new riverwalk and infrastructure investments supported by City of Oshkosh TIF funds. The city’s early public improvements created development-ready conditions that made the project feasible.

Completed in two phases—The Rivers and The Rivers II. Its success has since catalyzed additional projects such as the Anthem Apartments and Watermark redevelopment.

Objective. To reclaim the riverfront as a community asset and connect downtown to the waterfront through infill housing development.

Phases: Completed in two phases (two buildings) with an additional market rate multifamily building adjacent to the two Rivers buildings.

Beds	Units	Avg SF	Asking Rent/Unit
1	20	698	\$885
2	20	901	\$1,023
Totals	40	800	\$954
Vacancy	0%		

Beds	Units	Avg SF	Asking Rent/Unit
1	20	809	\$498
2	40	1,044	\$925
Totals	60	966	\$783
Vacancy	0%		

Site Readiness, Phased Implementation, and Strong Public-private Partnerships

- **Public Investment Creates Market Confidence**
Early city action—land acquisition, environmental cleanup, and infrastructure through TIF or grants was essential to attract private developers.
- **Right-Scaled, Phased Development Builds Momentum**
Each project began with one feasible, catalytic phase rather than a full build-out.
- **Mixed-Use and River-Oriented Design Drive Value**
Riverfront identity and high-quality public space were central to all three projects.
- **Flexible Financing Tools Are Critical**
A mix of TIF, federal/state grants, and private capital underpinned all three projects.
- **Public Realm First, Vertical Development Second**
Cities that invested first in trail connections, riverwalks, and plazas saw the highest private response.
- **Partnership and Branding Matter**
Each project took multiple decades to execute and only succeeded through close coordination between city staff, developers, and community stakeholders and clear public messaging around the riverfront's transformation.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

April 22, 2026

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus, Gary Turchan (telephonically), and Austin Hammond, present on roll call. Also present were Melanie Krause, General Manager; Kristin Hubertus, Finance Manager; Kurt Melchert, Electric Manager; Steve Grenell, Engineering Manager, Adam Smith, Water Plant Manager; Justin Hoffmann, Project Engineer; and Tammy Phillips, Accounting and Administrative Assistant. Also present was Elizabeth McMasters of CLA.

Those excused: Antoine Tines

Item II. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Allwardt, seconded by Comm. Kordus, the motion passed on roll call to approve the following:

- A. Minutes of the Regular Meeting of March 25, 2026.
- B. Approve and warrant the following payments dated March 26 – April 22, 2026 in the amount of \$4,045,184.91.
- C. Correspondence as listed:
 - Copy of MU 2026 Tree Line Recognition
 - Copy of DEED Grant Application Update
 - Copy of MU 2026 RP3 Designation
 - Copy of MU APPA Diamond Award for Outstanding Safety Practices
 - Copy of MU Spring Donation Drive
 - Copy of Menasha 2026 Rock the Block
 - Copy of Customer Bill Stuffer RE: Cash-Back Rewards
 - Copy of Home Energy Report Information for MU Customers
 - Copy of Solar and Renewable Energy Bill Stuffer
 - Copy of WPPI 2025 Power Supply Resources
 - Copy of 2026 MPIC Property Trend Factors
 - Copy of MU April Newsletter

Item IV. Claims Against the Utility – There were no claims discussed at this meeting.

Item V. Purchase Orders over \$25,000.00 issued since the last Commission meeting were presented for informational purposes.

Paula Maurer, Customer Service Manager and Colten Sprenger, WPPI Energy Services Manager joined the meeting at 8:03 a.m.

With Elizabeth McMasters present, the Melissa Substation Update was put on hold and New Business, 2025 Audit was advanced for discussion.

Item VII. New Business, 2025 CLA Audit – The audited financial statements were discussed. The Utilities received a clean opinion with no reported instances of non-compliance on its financial statements and ended the year with a positive net position.

The motion by Comm. Allwardt, seconded by Comm. Kordus was unanimously approved on roll call to accept the 2025 Audit as presented.

Elizabeth McMasters departed at 8:17 a.m.

Item VI. Unfinished Business, Melissa Substation Update. Additional backup options are being pursued that would meet our specifications, and some adjustments were needed to the quotes for the rewind. Once we have all of the pricing back, we will determine the path forward.

2025 Annual Reliability Benchmark Report. Outage information by categories, and reliability indices, are included in the report. This report assists staff with evaluation of the electrical distribution system and is used as a comparison with other APPA communities

Menasha Utilities Energy Assistance Support Emails. Data from the Energy Support Email program, sponsored by WPPI, was presented.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The March report was discussed.

March 2026 Financial and Project Status Reports – Electric consumption was higher than budget by 2.75% for the month, cost of power was .4% lower, distribution costs were higher due to the line crew assisting with meter testing and doing more maintenance, and net operating income was higher than budget by \$65,290 due to the difference between operating revenues and purchase power expense.

Water usage was higher than budget by 18% for the month due to well maintenance being done by a Resale customer. Increased leak detection found two large leaks that account for the high system loss ratio for the last several months. Net operating income was higher by \$80,719 due to higher revenues and lower administrative, taxes, and depreciation expenses.

After discussion, the Commission accepted the March Financial and Project Status Reports as presented.

Project Reports, Electric Projects – Crews worked on tree trimming, new service installs, replacing a failed switch and cutouts, and work continues on the 8th Street project.

Water Projects – The GAC media replacement project has begun, two heaters were replaced, and work continues on network segregation and the SCADA upgrade.

Item IX. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item X. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to adjourn at 8:47 a.m.

By: MARK L. ALLWARDT
President

GARY TURCHAN
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.



BOARD OF PUBLIC WORKS MINUTES

Monday, May 4, 2026 at 5:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Marshall at 5:45pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School

Also Present: FD Sassman, DPW Merten, CDD Dane, PHD Hutter, PRD Sackett, DC Hanchek, FC Teesch, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

Steven Burow (716 Arthur Street) commented on the effects of recent flooding affecting the Menasha community. Burow additionally commented on the 2026 assessment roll.

D. MINUTES TO APPROVE

E. DISCUSSION / ACTION ITEMS

1. Street Use Application — Fox Cities Marathon; Sunday, September 20, 2026; 3 AM - 2 PM; Community First Credit Union

Motion by District 8 Alderperson School seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

F. ADJOURNMENT

Motion by District 8 Alderperson School seconded by District 7 Alderperson Grade to adjourn the Special Board of Public Works meeting at 5:51pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



ADMINISTRATION COMMITTEE MINUTES

Tuesday, May 5, 2026 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Hale at 6:57pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Lewis, Marshall, Grade, School

Absent: Ald. Perkins

Also Present: FD Sassman, CDD Dane, PHD Hutter, DPC Hanchek, CA Struve,
Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Administration Committee, 4/21/26

Motion by District 2 Alderperson Eisenach seconded by District 5 Alderperson
Lewis to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Review and Accept Tax Incremental District #4 Financial Audit

Motion by District 2 Alderperson Eisenach, seconded by District 6
Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

Discussion considered the audit process.

Staff advised on the TID No. 4 audit. This TID was used to assist
development of the downtown business district. Closure of this TID places
approximately \$5.3M of increment value back on the tax roll; this balance will
contribute to the City's debt service fund.

E. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 6 Alderperson
Marshall to adjourn the Administration Committee meeting at 7:04pm. Motion
carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

CITY OF MENASHA
Plan Commission
Menasha City Center
100 Main Street, Menasha
First Floor Conference Rooms
May 5, 2026
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:32 PM by Mayor Hammond.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Hammond, DPW Merten, Alderman Eisenach, Commissioners Sturm and Roth

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Elke Werner

OTHERS PRESENT: CDD Dane, PP Larsen, AP Heim, Patty Milka (1019 E. North St, Appleton), Dean Eichhowet (Samaritan Counseling, Menasha), Marcus McGuire (1945 W. Rohl Ave, Appleton), Abby Maslanka (1377 Midway Rd, Menasha), Nathan Schulze (1198 Fieldview Dr, Menasha), Jim Kraus (1174 Fieldview Dr, Menasha)

C. PUBLIC HEARING

1. Special Use Permit – Proposed Construction of Two-Family Homes Within the C-1 General Commercial District – 1327 Province Terrace (Parcel No. 7-00053-02) – Marcus McGuire

AP Heim provided background and intent of the special use permit to allow for the two-family residential development in the C-1 general commercial zoned parcel. Mayor Hammond opened the public hearing. No members from the public chose to speak.

2. Special Use Permit – Proposed Construction of Single Family Homes Within the C-1 General Commercial District – 1615 Drum Corps Drive (Parcel No. 6-01665-00) – Greater Fox Cities Area Habitat for Humanity

AP Heim provided background and intent of the Greater Fox Cities Area Habitat for Humanity's interest in developing this vacant parcel into affordable owner occupied single family and multi family units.

Abby Maslanka introduced herself and informed Plan Commission members that she is a representative from Martenson & Eisele and would be available to provide technical assistance about the proposed development if needed.

3. Rezoning Ordinance – 1173 Province Terrace (Parcel No. 7-00001-10) C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence District – Ryan Roth

PP Larsen provided previous public concerns about rezoning this parcel and information about the rezoning request that was submitted by the developer to rezone the parcel from C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence Use District.

Jim Kraus (1174 Fieldview Drive, Menasha) questioned who currently owned the property.

Nathan Schulze (1198 Fieldview Drive, Menasha) explained his opposition to developing the parcel due to concerns regarding the proposed density and the potential impacts the development could have on stormwater runoff and the increased risk of flooding to neighboring properties.

Dean Eichhowet (Samaritan Counseling) stated that his development located north of the subject parcel has had to modify its stormwater management practices since the property was

originally developed in order to more effectively manage runoff and prevent impacts to surrounding properties. He also noted the increased frequency and intensity of precipitation events in recent years.

Dick Sturm (1203 Greenwood Court, Menasha) stated that changes to the Province Terrace area have been happening rapidly and that he is not in favor of a zone as you go method and would prefer looking into more comprehensive planning for this area.

With no other comments from the public, Mayor Hammond closed the public hearings.

D. MINUTES TO APPROVE

1. Minutes of the April 14, 2026 Plan Commission Meeting

Motion by DPW Merten, seconded by Commissioner Sturm, to approve the April 14, 2026 Plan Commission meeting minutes. The motion carried.

E. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

Marcus McGuire (1945 W. Rohl Ave, Appleton) stated that he is the developer that applied for the special use permit to construct two-family homes on 1327 Province Terrace and that he intends to keep a majority of the vegetation that is currently on the parcel intact.

F. DISCUSSION / ACTION ITEMS

1. Election of Vice-Chairman

Mayor Hammond opened the floor for nomination of the City of Menasha Plan Commission Vice-Chair position.

Commissioner Sturm nominated DPW James Merten.

DPW James Merten nominated Commissioner Sturm.

Mayor Hammond appointed DPW James Merten as Vice Chair of the City of Menasha Plan Commission.

2. 1327 Province Terrace (Parcel No. 7-00053-02) – Marcus McGuire

a. Special Use Permit – Proposed Construction of Two-Family Homes Within the C-1 General Commercial District

Alderman Eisenach motioned to approve the Special Use Permit with the following condition; Commissioner Roth seconded.

1. A Preliminary and Final Plat shall be submitted and approved by the common Council prior to the Revocation language outlined in Special Use Permit, section 13-1-11(e) of the Menasha Code of Ordinances.

Commissioner Sturm offered a friendly amendment to change the wording in the staff recommendation from “multi-family” to “two-family.” Commissioner Roth seconded the main motion as amended.

Motion carried as amended 5-0.

b. Preliminary Plat

Commissioner Sturm motioned to approve the Preliminary Plat with the following condition; Commissioner Roth seconded.

Commissioner Sturm motioned to approve the preliminary plat for 1327 Province Terrace, Parcel No. 7-00053-02, as presented with the following condition:

1. The special use permit for two-family housing shall be approved by the Common Council.
2. A drainage and grading plan shall be submitted to the Engineering Department for review.

3. A Stormwater Management Practices Buy-In Maintenance agreement shall be executed for this development.
4. Language shall be added to the Final Plat regarding Drainage Easement Restrictions, specifically that (1) The City has the right to perform maintenance, and (2) Developer/lot owner shall comply with the approved surface drainage plan.

Alderman Eisenach offered a friendly amendment to change the wording in the staff recommendation from “multi-family” to “two-family.” Commissioner Roth seconded the main motion as amended.

Motion carried as amended 5-0.

3. 1615 Drum Corps Drive (Parcel No. 6-01665-00) – Greater Fox Cities Area Habitat for Humanity
a. Special Use Permit – Proposed Construction of Single Family Homes Within the C-1 General Commercial District

A motion was presented by Alderman Eisenach, seconded by Commissioner Roth to approve.

The motion carried 5-0

b. Preliminary Plat

A motion was presented by Alderman Eisenach, seconded by Commissioner Sturm to approve.

The motion carried 5-0

4. Rezoning Ordinance – 1173 Province Terrace (Parcel No. 7-00001-10) C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence District – Ryan Roth

Alderman Eisenach motioned to offer a friendly amendment to change staff's recommendation related to this item to read as follows: Staff recommend that the City of Menasha Plan Commission recommend approval to the City of Menasha Common Council of Ordinance O-1-26, amending Title 13 to rezone the property located at 1173 Province Terrace (Parcel No. 7-00001-10) from the C-3 Business and Office District to the R-2A Multi-Family, Zero Lot Line Residence District.

Commissioner Roth seconded the motion as amended.

Motion carried as amended 4-1

5. Comprehensive Plan Chapter Review – Transportation

CDD Dane and PP Larsen provided an overview of the text amendments to the Transportation Chapter of the Imagine 2035: Your Place on The Water Comprehensive Plan.

6. Comprehensive Plan Chapter Review – Utilities and Community Facilities

CDD Dane and PP Larsen provided an overview of the text amendments to the Utilities and Community Facilities Chapter of the Imagine 2035: Your Place on The Water Comprehensive Plan.

G. COMMUNICATION

1. Set Next Meeting Date

The next Plan Commission meeting was set for June 2, 2026.

H. ADJOURNMENT

Motion by DPW Merten, seconded by Alderman Eisenach to adjourn at 5:24pm. The motion carried.

Minutes submitted by PP Larsen.

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Fox River Room
March 24, 2026

Called to order at 5:31pm by Chair Witt

Present: Chair Witt, Vice Chair Halverson, Secretary Stojanovic, Trustee Lane, Trustee Wickman, Trustee Mittelstaedt, Trustee Turner, Trustee Englebert, Superintendent of Schools Zimmerman, Teen Representative Lance

Absent: None

Also Present: Director Kopetsky, Business Manager Kozerski, Programming Services Manager Moore-Nokes and Public Services Manager Raschke

Public Comment/Communication

None.

Consent Business

A motion was made by Halverson, seconded by Lane to approve the Library Board of Trustees meeting minutes from February 24, 2026. Motion carried unanimously.

Authorization of Bills

A motion was made by Wickman, seconded by Turner to authorize payment of the March bills from the 2026 budget and endowment accounts. Discussion ensued. Motion carried unanimously.

Updates

Staff Reports

- Raschke reports that the library is doing a Menasha Strong checkout challenge in support of the local families affected by a structure fire. In April, the Menasha and Neenah libraries will be doing a food drive in conjunction with National Library Week (April 6-12). Pam Moran has returned to the library to work as a casual employee.
- Moore-Nokes reports that interviews for the Librarian I position have been completed and an offer letter sent. Moore-Nokes commented on the volume and quality of applicants in this process. A Seed Library has been established outside of SMITHworks and has been well-received, with 22 varieties currently available. The library is partnering with the Monthlies Project to offer free feminine hygiene products in the building.

Teen Representative Report

- Teen Representative Lance shared that the Teen Volunteer Council helped prepare seeds for the seed library, make bookmarks, prepare Spice of the Month bags and cleaned the outside grounds. The Teen Taste & Test was tacos with homemade vs. storebought seasoning. The Always Write teen writing program has been popular.

Friends Update

- Trustee Lane reports that the Friends board still has two openings, she will remain interim President for the time being. There will be a call out for market volunteers soon, two per each Courtyard Market Sunday. The Friends approved \$3000.00 for summer program sponsorships that will be co-promoted with the library.

New Business

2025 Library Strategic Plan Process

- Director Kopetsky distributed copies of the library's completed 2026-2030 strategic plan and highlighted the major themes included. Discussion ensued.

- Library staff will have perpetual access to a toolkit that includes tracking tools for documenting progress.
- Activation steps will begin at the staff in-service on Thursday, March 26th.
- Kopetsky will update the board about this activation. He will report on general progress to the board at regular intervals. Discussion ensued.

Director's Report

- Kopetsky shared that the February 2026 statistics showed the library in good shape. Electronic materials decreased from last year as we were closed for early 2025 with no physical materials available.
- The library budget is in a good place. The fee to the Winnefox Library System was paid this month, a one-time but substantial payment that makes spending appear higher than it actually is.
- The city will be closing the books on FY 2025 in the coming weeks.

Approve Memorandum of Understanding between the Elisha D. Smith Public Library and the Friends of the Elisha D. Smith Public Library.

- Wickman, seconded by Mittelstaedt, made a motion to approve as amended the Memorandum of Understanding between the Elisha D. Smith Public Library and the Friends of the Elisha D. Smith Public Library. Discussion ensued. Motion carried unanimously.

The next regular meeting will be Tuesday, April 28, 2026 at 5:30pm.

Adjournment

Meeting adjourned at 6:51pm.

Respectfully submitted,
Eva Kozerski

**Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting Minutes
May 5, 2026 – 5:15 p.m.**

Present: Ald. Grade, Pollnow, Bruno, Steiner and Marshall

Excused: Ald. Perkins

Also Present: Chief Teesch, Director Sassman and MA Ellis

Ald. Grade called the meeting to order at 5:15 p.m.

Public Forum: No members were present.

Election of Chair: **Motion made by Steiner to nominate Ald. Pollnow as Chair of NMFR's Joint Finance & Personnel Committee, no other motions were made, motions were closed, vote was called, all voting aye.**

Ald. Pollnow took over chair of the meeting.

Election of Vice Chair: **Motion made by Ald. Marshall to nominate Ald. Grade as Vice-Chair of NMFR's Joint Finance & Personnel Committee, no other motions were made, motions were closed, vote was called, all voting aye.**

Minutes: **MSC Grade/Bruno to approve January 20, 2026, minutes, all voting aye.**

Call Summary Review: Committee reviewed the first quarter 2026 call summary report. Chief Teesch noted the nation call reporting data base changed their name and this included changes to the category names. This change helps departments be consistent in selecting categories of actual incidents to the same category and also pick subcategories. **MSC Marshall/Bruno to accept the 1st quarter call summary review and place on file, all voting aye.**

2025 Budget Review: The Committee reviewed the 2025 Budget Review. Chief Teesch said we worked hard to hold the line to come in at budget. We didn't have a training Chief for seven months which caused us to utilize more overtime to help with the training. Ald. Grade commented on the overtime and noted while it is overbudget, it's commendable that it's not as bad as it has been in other years. Chief noted this year we have one long term FMLA and retirement this year. Ald. Pollnow asked what happens when there is a surplus. Director Sassman confirmed it goes back to each city based on the formula.

First Quarter Budget Review: The Committee reviewed the first quarter budget. Chief Teesch noted we had our annual physicals done in January. We had to hire an outside training company for mandatory

training CPR training so that is why these line items are showing higher usage. **MSC Grade/Steiner to accept the 2025 Budget and First Quarter budget reports and place on file, all voting aye.**

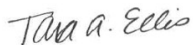
2025 Annual Report: The committee reviewed the 2025 annual report. **MSC Bruno/Grade to receive the 2025 Annual Report and place on file, all voting aye.**

Firefighter Replacement: Discussion was held on the memo from Chief Teesch on replacing one vacancy. Discussion was held on the current hiring process and what this entails to establish a hiring eligibility list. Discussion was also held on the number of staff who can retire within the next five years and what the department is doing to recruit candidates.

MSC Grade/Bruno recommends the City of Neenah and City of Menasha Common Councils authorize filling one anticipated firefighter vacancy no earlier than June 6, 2026, all voting aye.

MSC Marshall/Bruno to adjourn at 5:37 p.m., all voting aye.

Respectfully Submitted,



Tara Ellis

Management Assistant

CITY OF MENASHA BOARD OF HEALTH

Minutes

February 4, 2026

A. CALL TO ORDER

Meeting called to order by Candyce Rusin at 8:39 AM

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Andrew Dunn, Kristine Hutter, Candyce Rusin, Kristene Stacker

ABSENT: Gary Daughtery

ALSO PRESENT: EHS Todd Drew, PHE Claire Holzschuh, OC Larissa Keller, RDH Claire Opsteen, PHN Meghan Pauly, PHN Liz Rosin

C. MINUTES TO APPROVE

1. Board of Health, January 7, 2026

Moved by Kristene Stacker and seconded by Candyce Rusin to approve the January 7, 2026 minutes. The motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative

a. PHAB Accreditation Project Update

PHD Hutter shared that the health dept will hold off on taking a formal step to accreditation at this time. The team will complete an internal self-assessment to gauge our readiness to formally begin the accreditation process.

b. Branding Strategy

PHD Hutter stated that PHE Holzschuh and OC Keller are leading the communications plan and branding guide work related to the strategic plan and accreditation. Community Development Director Dane is also interested in a city-wide branding guide. We will explore this more in the near future.

2. Employee Safety

EHS Drew reported that 2 safety meetings were conducted in the past month at PWF and MPD. Active threat and notification training will be scheduled at PWF. The CVMIC safety grant funds have renewed for 2026.

3. Sealer of Weights and Measures

EHS Drew reported that he is currently working on scales. PHE Holzschuh completed a pricing audit at Dollar General as part of a statewide survey.

4. Environmental Health

EHS Drew reported that his 3-year program evaluation by the Department of Agriculture is coming up this Spring. A DNR inspection at a site in Neenah resulted in a contractor fine. EHS Drew is assisting with the initial preparation for demolition of the Jefferson Pool and the Dreams building. He issued a warning letter to the owner of a building on Racine Street who is continuing to violate a burning order.

5. Public Health Department

a. Communicable Disease Report: January 2026

PHD Hutter shared the communicable disease report for January 2026. PHNs Pauly and Rosin discussed notable cases, including an amoeba infection and carbon monoxide poisoning.

b. Respiratory Virus Data Snapshot: Week Ending Jan. 24

PHD Hutter shared the northeastern region respiratory virus data snapshot for week ending January 24, 2026. Respiratory illnesses in the area are at a moderate and stable level.

6. Childhood Lead Poisoning Prevention – no update.

7. Health Screening 60+

PHN Pauly reported that the wellness room at the Senior Center has been busy. She continues planning 2026 activities, including chair massage, dental screenings, and tai chi. Chairperson Rusin discussed adding a balance class to the activity schedule.

8. Immunization

a. Childhood Immunization Schedule

PHN Pauly shared the date of the NEWIC symposium is April 23rd. We have seen more walk-ins lately for adult vaccine. The recommended childhood vaccine schedule has been changed by the CDC, but Wisconsin has not adopted the changes and will follow the AAP schedule.

9. Dental Program

a. United Way Fox Cities Grant Application

RDH Opsteen reported that she has started sealants and second fluoride applications. The United Way grant application has been submitted, and we will be notified of a grant award in April. RDH Opsteen and PHD Hutter are working with MJSD on contingency planning for the dental program.

10. Maternal and Child Health

PHE Holzschuh that the grant cycle kickoff meeting occurred on January 20th. She had a phone interview with the Salvation Army detailing the BFF certification and partnership. Her work with Library director Kopetsky is ongoing.

11. Bioterrorism

PHE Holzschuh stated that the consortium is working to update the area PHEP plan and is hoping to share the plan with health officers in March.

E. DISCUSSION/ACTION ITEMS

1. Proposed Update to Lodging License Categories and Fees

Moved by Kristene Stacker and seconded by Candyce Rusin to accept the proposed fee increase and category changes as they appear on the memo. The motion carried with a vote of 3-0.

2. March Meeting Date

The board determined the next meeting will be held on Wednesday, April 1.

F. ADJOURNMENT

Moved by Kristene Stacker and seconded by Andrew Dunn to adjourn the meeting at 9:22 AM. The motion carried.

Next Meeting: April 1, 2026 8:30 AM – Microsoft Teams

Menasha City Center

100 Main Street, Suite 100, Menasha, WI

CITY OF MENASHA
Parks and Recreation Board
City Center (100 Main St., Menasha)
May 12, 2026
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 5:30pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Ald. Ted Grade, Melissa Grade, Danielle Rand (dep. 7pm), Eli Wickman

MEMBERS ABSENT: Brian Adesso, Tommy Webster

OTHERS PRESENT: PRD Megan Sackett, Lt. Pete Sawyer, Dean Wydeven, Comm Dev Dir. Andrew Dane, AA Lori Walbrun

C. PUBLIC COMMENT/CORRESPONDENCE

None

D. MINUTES TO APPROVE

1. **Minutes of the April 14, 2026 Regular Park Board Meeting:** Motion by T. Grade, seconded by M. Grade to approve the minutes of the April 14, 2026 Regular Park Board meeting. Motion carried.
2. **Minutes of the April 27, 2026 Special Park Board Meeting:** Motion by T. Grade, seconded by D. Rand to approve the minutes of the April 27, 2026 Special Park Board meeting. Motion carried.

E. DISCUSSION / ACTION ITEMS

1. **O-10-26: An Ordinance Enacting Title 10, Chapter 2, Section 10-2-9 of the Code of Ordinances, Regulating Electric Scooters and Electric Bicycles:** Lt. Sawyer gave an overview of how this got started in a brainstorming meeting between three municipalities (Neenah, Fox Crossing, Menasha). This ordinance allows officers to make contact with e-riders to promote safety and educate.

Motion by T. Grade, seconded by E. Wickman to recommend to Council for approval O-10-26: An Ordinance Enacting Title 10, Chapter 2, Section 10-2-9 of the Code of Ordinances Regulating Electric Scooters and Electric Bicycles. Motion carried.

2. **O-11-26: An Ordinance Enacting Title 10, Chapter 2, Section 10-2-10 of the Code of Ordinances, Requiring Helmet Use for Persons Under 16 Years of Age:** Lt. Pete Sawyer emphasized this ordinance isn't about handing out tickets, but to promote public safety allowing staff to create contact with juveniles who are frequent e-bike users. Sawyer noted recommended age in this ordinance is in line with State Statute.

Motion by T. Grade, seconded by M. Grade to recommend to Council for approval O-11-26: An Ordinance Requiring Enacting Title 10, Chapter 2, Section 10-2-10 of the Code of Ordinances Requiring Helmet Use for Persons Under 16 Years of Age. Motion carried.

3. **Tom Grade Park Sign Proposal:** Friend of Tom Grade, Dean Wydeven presented a model of the proposed sign to be placed at the new Tom Grade Park. The sign takes the form of a planter and incorporates visual references to the sculptural park bench that Tom created for the park. Tom's

signature “swirl” will be engraved in the red granite end cap. There is a several month lead time for the end product once the design is approved, so there is time to work into the budget. Alternative private funding will be considered as well.

Motion by T. Grade, seconded by E. Wickman to approve the Tom Grade Park Sign Proposal.
Motion carried.

4. **Comprehensive Plan 2035 – Bike Facilities:** Comm Dev Dir. Andrew Dane presented proposed biking routes within the city that include trails and bike-specific lanes. Dir. Dane pointed out the potential use of the old rail line to Banta, linking Appleton & Menasha, and a downtown loop. He asked that the board consider the biking route connections as the CORP gets updated. The Board supports the downtown loop, commented that the small area on Washington needs an upgrade, and likes the idea of protected bike lanes in certain areas. No action necessary or taken.
5. **1173 Province Terrace:** A proposed rezoning for this property is currently before the Plan Commission. Should that happen and an active offer to purchase fall through, Chr. Sturm asked if the Park Board would be interested in seeing this parcel (or a portion of it) developed as parkland. The Board will revisit in June once there is more information but some members indicated they would feel it was a low priority.
6. **Events in City Parks**
 - a. **Listen to the Loop at Shepard Park, June 5, 2026:** This is a new event hosted by three connecting municipalities (Neenah, Fox Crossing, Menasha). Walk the Loop the Little Lake trail and enjoy music, beverages and food trucks at each trailhead park. There will be beer from Emprize Brewing sold at Shepard Park, which is why this event needs Park Board approval. Motion by T. Grade, seconded by E. Wickman to approve the Listen to the Loop event at Shepard Park, June 5, 2026.

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Department Report:** See attached written report.
2. **Aquatic Facility Capital Campaign:** Currently working on identifying appropriate interview sample, creating a “gift pyramid” and developing a project summary. Discussion was held on the creation of a task force for the planning study which would include 1-2 Park Board members working with staff throughout the planning study. Regular reports will still be provided to the Park Board.
3. **Canal Commons Ribbon Cutting-May 27, 2026:** Join us for a short ceremony, refreshments and music by Jason Schaefer (one of our own IT staff).
4. **Log Your Loops:** Sackett noted this activity has been around for awhile, Future Neenah has passed the organizational torch on to the participating communities of Neenah, Fox Crossing and Menasha. Participants will log the number of completed loops of the Little Lake Butte des Morts and receive a t-shirt for completing 50 loops.
5. **Museum Passport program:** A new program encouraging the community to visit the six area museums.
6. **CORP Survey** was launched at the Open House on April 29 and will be available for the next couple of months. The Community Visioning session will be on Thursday, June 25. Time TBD.

7. **Families First Event Series:** note all of the fun free or low-cost activities your Parks and Recreation Department has to offer!

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

None

H. ADJOURNMENT

Motion by E. Wickman, seconded by M. Grade to adjourn at 7:36pm. Motion carried.

PARK BOARD REGULAR MEETING NOTICE
Tuesday, June 9, 2026

DRAFT

Staff Reports

from the

Parks, Recreation, Forestry & Cemeteries Department

May 2026

In conjunction with the Community Development Dept., the City hosted an open house to highlight some current and prospective future projects around the City. As part of the event, we launched our community engagement portion of our CORP update. The survey will be open until August. The Community Visioning session is scheduled for Thursday, June 25.

PARKS

- Jefferson Park Boat Launch Project Update: The final layer of pavement was placed and striped recently. Ten new large, spaded trees have been added. Landscaping and restoration will be completed this week and the launch should open by mid-May.
- All parks and restrooms are open for the season.
- Crews are working on getting the fountains going at Milwaukee and Main, Tayco and Kaukauna as well as Smith Park.
- Canal Commons: Staff are putting the finishing touches on the Canal Commons area before the ribbon cutting including making signage to be placed on both ends of Water St., finishing up a picnic table pad to be located at Water and Barlow St. and installing some historic signage.
- Long-term Seasonal staff returned May 4th.

FORESTRY

Forestry has completed its main project plantings for this year! In Jefferson Park 7 balled and burlapped trees, 35 bare root trees, 2 container trees, and 10 donated trees were planted. On Racine Street, we planted 65 bare root trees on the north and south right of ways. There are a couple more spots planned to be planted this year at Jefferson Park including Peanut Island and at the Landing Pavilion.



Racine Street Planting



Final Layer of Asphalt at Jefferson Boat Launch



Canal Commons Picnic Table Pad

MARINA

- As of May 1st, there are 70 seasonal renters (same time last year there were 68).
- Pontoons are still very popular. The average length of a pontoon is 22 feet, requiring a 30 ft slip due to the outboard on back and platform on front.
- We did not lose any larger cruisers this year.
- Gas prices on the water are close to \$5.00 per gallon right now. The larger cruisers average around 2 miles per gallon.

RECREATION

Summer Preparations

- Summer registration is going strong. We have with 47% of our programs at 50% or more of their max capacity. 27 of the 159 programs are at full capacity. Camp is using a waitlist for most of the weeks.
- Staff training started and we have begun preparing our spaces for summer programs to start.
- Carolyn has joined us as our new preschool coordinator. She will be a wonderful fit with our programs and department. We are very excited to have her on board!

Programs

- Indoor pickleball open play has wrapped up and moved outdoors.
- We had our first Mini-Spring Break camp with no school for Monday-Wednesday, this was a bit smaller of a group (about 8-10 kids each day) but we had a lot of fun and great group dynamics.
- Chloe joined aquatics seminar spring workshop that got to sample various aquatic fitness opportunities.
- There was a great turnout for our Heron Nesting and Aquatic Birds adult program with Heckrodt at the Menasha Conservancy. Participants enjoyed a narrated walk while viewing the Blue Heron rookery and a beaver lodge.



Parks and Recreation Revenue Comparisons 2024-2026

Revenue Source	Through May 7, 2024	Through May 7, 2025	Difference 2024/2025	Through May 5, 2026	Difference 2025/2026
Park Rentals	\$7,394.49	\$14,968.39	+\$7,573.90	\$20,803.72	+\$5,835.33
Rec Programs	\$42,648.00	\$45,545.02	+\$2,897.02	\$49,107.11	+\$3,562.09



SPECIAL EVENTS

Arbor Day

On April 24, we held our annual Arbor Day celebration to commemorate being a Tree City for 43 years. Special Guests included: Mayor Austin Hammond, Alderman Ted Grade and Chris Rand, Rep. Dean Kaufert, and Jefferson Early Learning/Special Education students.



Upcoming Events



- Thursday, May 14; 5-8pm
- Band- Shake of the Day
- Food Trucks – Smokehound BBQ, Global Eats, Chihaus Tacos

Smith Park Garden Planting

- Wednesday, May 20; 9am-early afternoon
- Gardens will be prepped, help us add the flowers!
- Some tools will be available to use but bring your own if you are able.

Canal Commons Ribbon Cutting

- Wednesday, May 27; 5-7pm
- Celebrate the grand opening of Canal Commons, a newly revitalized destination along the Menasha Channel that connects our community to the water. 5:15pm Ribbon Cutting Ceremony with live music, a historical walk from the Menasha Historical Society and light refreshments.

Listen to the Loop



Attendees are encouraged to stroll, explore, and enjoy an evening on the Loop the Little Lake Trail. Each park will host 1–2 food trucks and a beverage stand and live music.

Friday, June 5

4:30-6:30PM; Arrowhead Park, Neenah

5:30-7:30PM; Fritse Park, Fox Crossing

6:30-8:30PM; Shepard Park, Menasha

City Carnival

Kick off our Family First Series events with us at our annual City Carnival!

Wednesday, June 10; 4:30-7:30pm

Smith Park, 338 Cleveland Street



NEENAH MENASHA FIRE RESCUE

ANNUAL REPORT

2025
Review

Message from the Chief

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Message from the Chief



Dear Citizens of Neenah & Menasha, elected officials, and fire Commissioners:

It is my honor to present the Neenah-Menasha Fire Rescue 2025 Annual Report, highlighting our accomplishments and commitment to innovation, growth, and service excellence.

I sincerely appreciate our firefighters, administration staff, elected officials, fire commission members, and all City employees who support our mission. Your dedication doesn't go unnoticed.

As we move forward, let's continue fostering collaboration, innovation, and community engagement. I look forward to working alongside each of you to ensure NMFR remains a leader in Fire and Emergency Services.

Sincerely,

Travis J Teesch



MISSION STATEMENT

Neenah-Menasha Fire Rescue consists of committed professionals whose mission is to provide the highest standard of service through prevention, education, fire suppression, emergency medical response, technical rescue and community interaction to preserve the quality of life and property for all those within the Cities of Neenah and Menasha.

CORE VALUE

TRUST IS THE CORNERSTONE OF ALL RELATIONSHIPS. WE WILL CONTINUE TO STRIVE TO BUILD AND EARN TRUST BOTH WITHIN THE DEPARTMENT AND COMMUNITIES WE SERVE. WE

WILL EARN TRUST THROUGH:

INTEGRITY: WE ARE COMMITTED TO THE HIGHEST STANDARD OF MORAL AND ETHICAL CONDUCT.

DEDICATION: WE PROVIDE QUALITY SERVICE THROUGH PRIDE AND PROFESSIONALISM.

COMPASSION: WE SUPPORT OUR NEIGHBORS IN THEIR TIME OF NEED.

TEAMWORK: WE WORK TOGETHER TO ACHIEVE COMMON GOALS.

TRADITION: WE PRESERVE AND CARRY FORWARD THE LEGACY OF THOSE WHO HONORABLY SERVED BEFORE US.

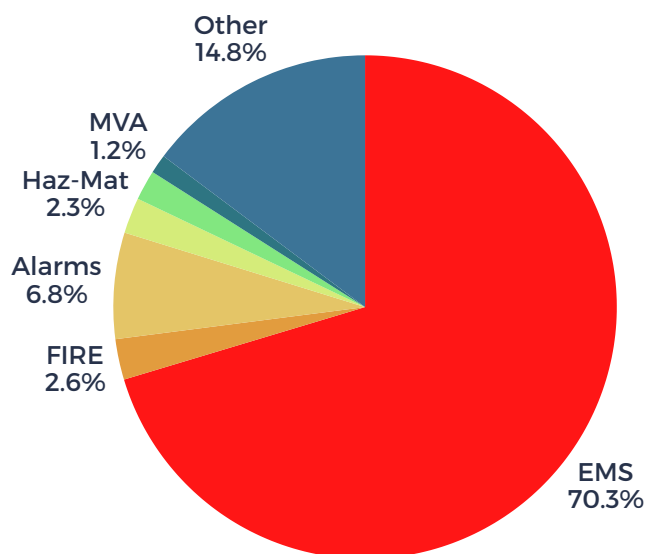
COURAGE: WE DO WHAT IS RIGHT IN THE FACE OF ADVERSITY.

VISION STATEMENT

Our vision at Neenah-Menasha Fire Rescue is to have a positive, motivated, and educated department. We strive to meet the community demands. We will accomplish this with an organized and defined structure. We encourage change, use resources to the full extent and work closely with outside agencies.



RESPONDING TO THE CALL



3513

INCIDENTS

- 3513 Incidents
- 92 Fires
- 57 Structure fires \$2,751,305 in loss
- 2477 EMS Calls
- Turnout Time 1 min 15 sec Avg,
- 43 Vehicle incidents

5

AVG
RESPONSE IN
MINUTES

FIRE PREVENTION

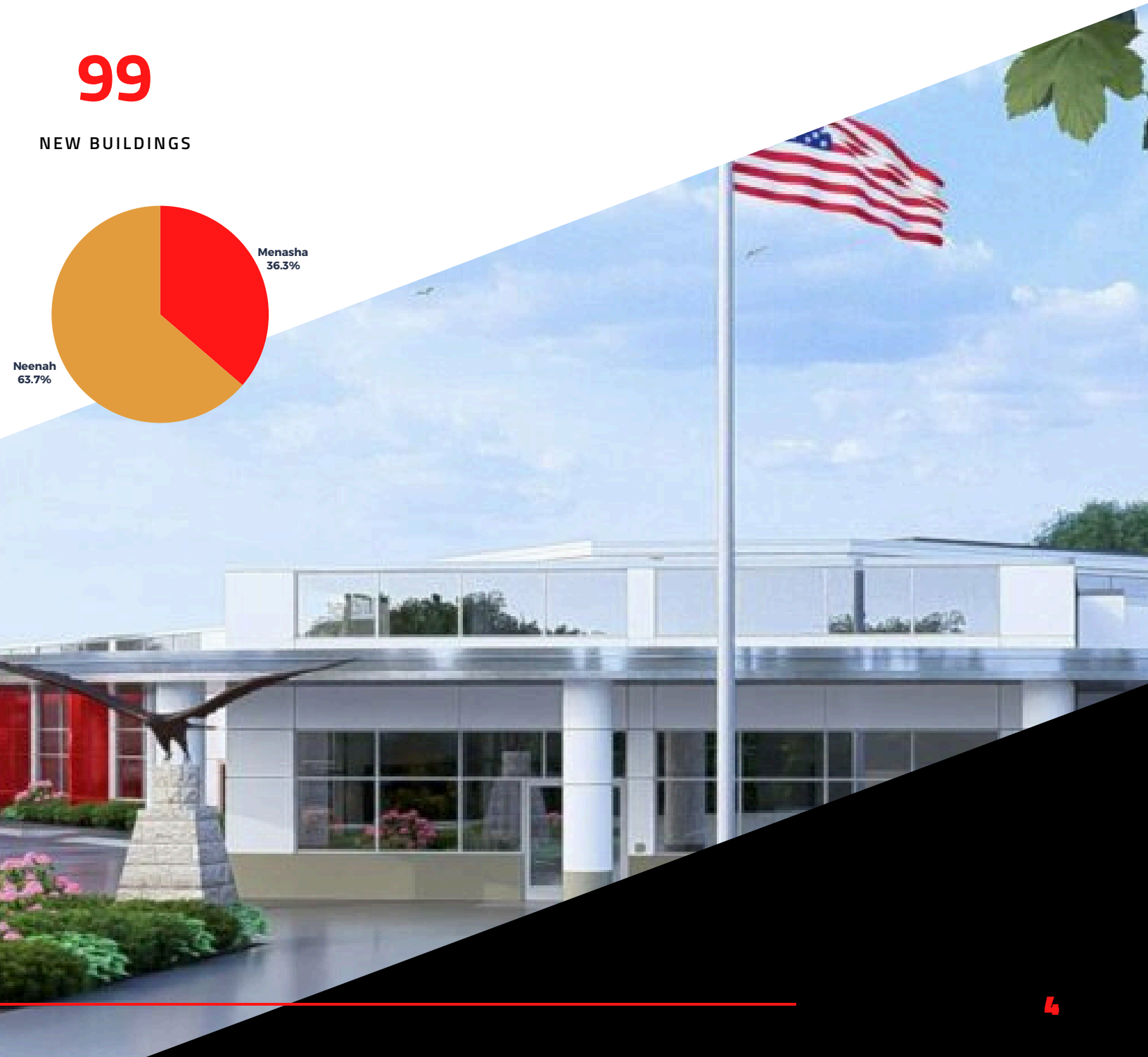
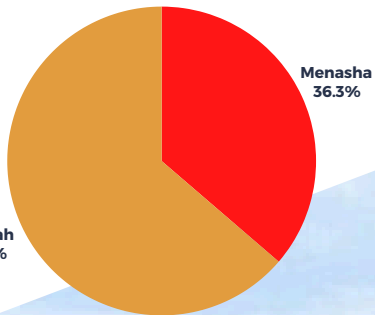
Inspect, Educate, Plan



- 3381 commercial buildings inspected
- 99 new properties
- 40% commercial Type 1& 2 (most fire resistive)

99

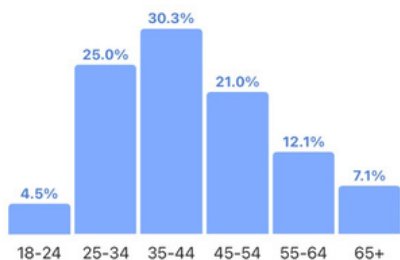
NEW BUILDINGS



12K
FOLLOWERS



PUBLIC EDUCATION



- 12K followers on Social Media
- 8,922 students reached
- 165 Pub Ed Events
- 38 Residential detector installs

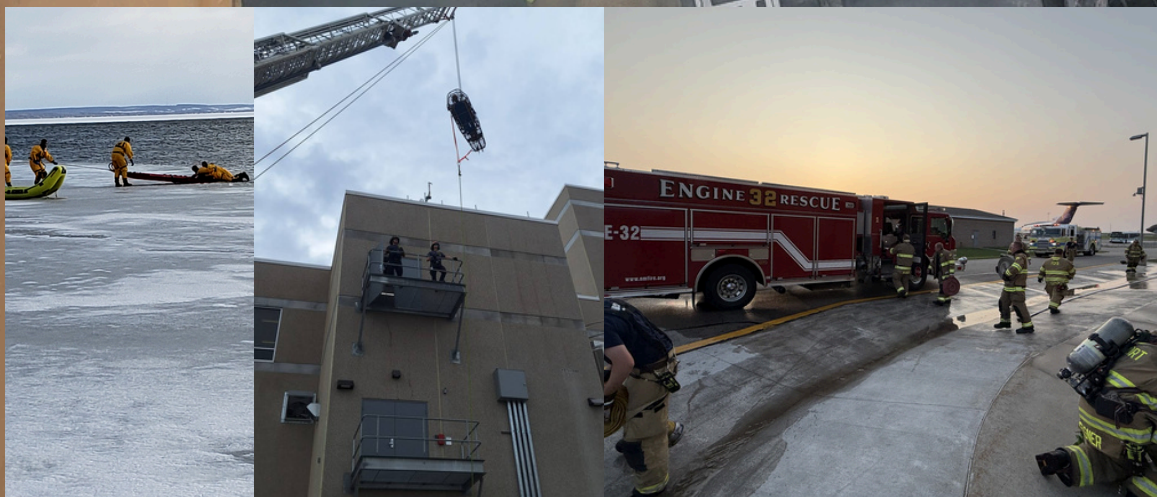


TRAINING

- 14,235 Hours logged
- 2795 Hours logged at Burn Tower/Training Facility
- 480 Hours with inter-agencies
- Training with Grand Chute, Fox Crossing, Kaukauna, Appleton, and Oshkosh FD.

2795

TRAINING
FACILITY
HOURS



RECRUIT SCHOOL

- 5 week Joint Recruit Academy
- 3 recruits from NMFR

3

RECRUITS





NEW STAFF & PERSONNEL

3

NEW



Retirement

STAFF & PERSONNEL



Tim Gonnering
Driver
27 years of service



Jeff Ellis
Captain
27 years of service



James Peglow
Assistant Chief
31 years of service

3

RETIREES





RECOGNITIONS

A Tradition to Recognize Special Achievements and those talents that go above and beyond!



5

PASSING PROBATION



8

STAFF RECOGNITIONS



15

LIFE SAVINGS



10

NMFR ORGANIZATION

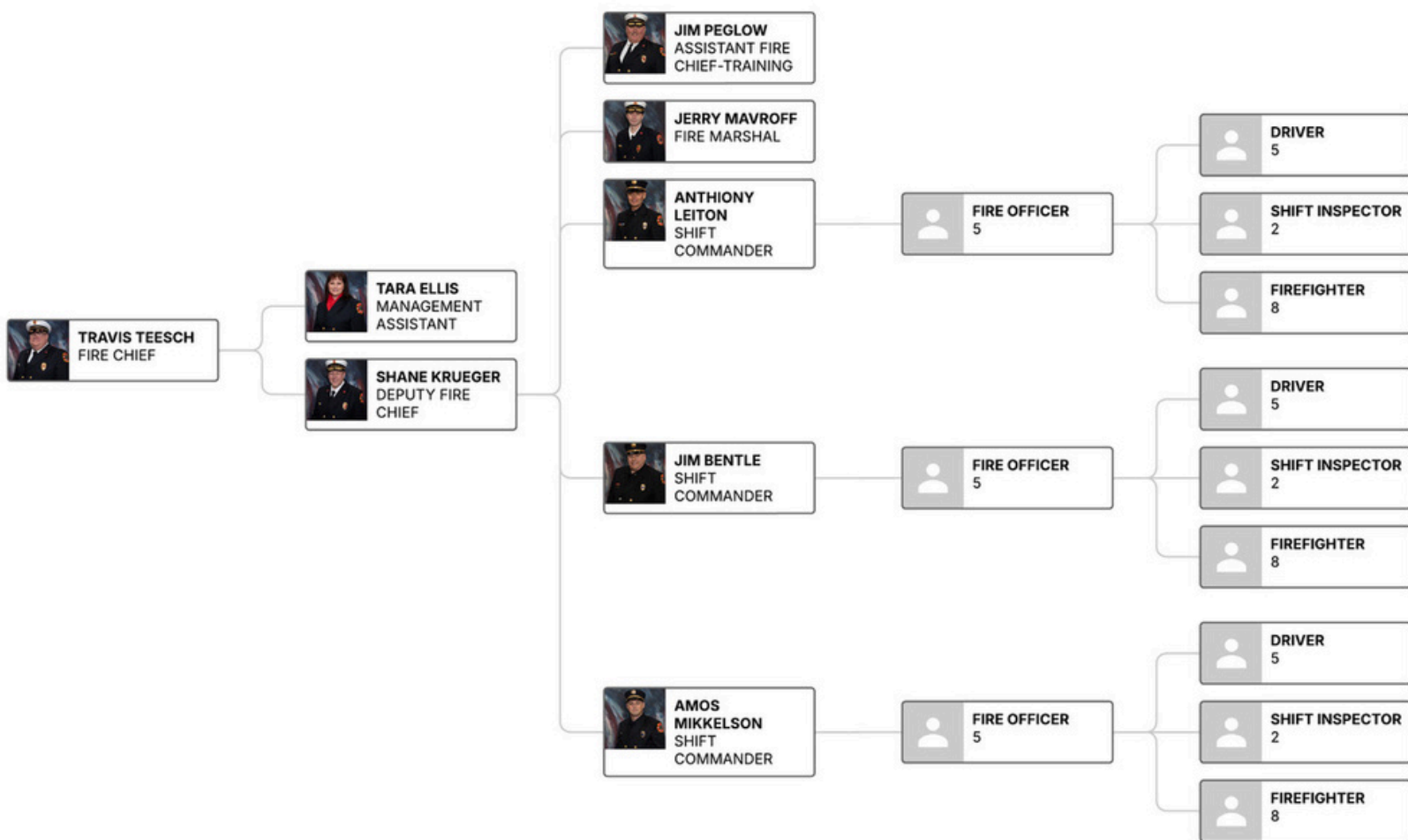


21

LINE STAFF
ON DUTY

3

SHIFTS



4

STATIONS



Captain
Jeff Schweitzer
Joe Muthig

Driver/Operator
Ben Fahrenkrug
Adam Lemke
Tyler Hillen

PROMOTIONS

68

FULL TIME STAFF



Cities of Neenah & Menasha Maintains ISO 1 classification

Only 9 departments in Wisconsin have met this achievement.

Only 498 Communities in the United States are ISO 1





POLICY PROGRAM LAUNCHED

COMPREHENSIVE POLICY MANAGEMENT TOOL

LEGAL AND DEFENSIBLE

BETTER PREPAREDNESS

CONTINUOUS IMPROVEMENT



Predictable is Preventable®





- 1 - RUDOLPH RUN/WALK**
- 2 - ANNUAL SANTA FLOAT**
- 3 - A VERY MERRY CHRISTMAS MARKET**
- 4 - FAHRENKRUG FAMILY GRANT**



COMMUNITY INVOLVED

\$18K+

**GIVEN TO
LOCAL CHARITIES**



75YRS.

SANTA FLOAT





VETERANS

Jeff Ellis - Air Force

Chris Ederer - Army

Pat Meyer - Army

Mike Novy - Army

Jaime Martinez - Marine Corps

Nic Schroeder - Army

Chris Killeen - Marine Corps

THANK YOU FOR YOUR SERVICE!



CERTIFICATE OF RECYCLING

All Computers & Electronics Will Be Recycled For Their Metal, Glass, & Plastic

Received From **City of Menasha**
Address **455 Baldwin Street**
 Menasha, WI 54952

Items Received:

**2096 lbs Televisions, 553 lbs Computer Towers, 2275 lbs Electronics,
120 lbs Monitors, 3080 lbs Small Electronics, Printers, & Appliances,
1453 lbs Freon-Containing Appliances**

Total Collected: 9,577 lbs
Date Received: May 2nd, 2026

This is to certify that the above items received by [Recycle That Stuff](#) have been recycled in accordance with all applicable Federal, State, and Local Regulations and **will not** be landfilled, or otherwise improperly disposed of.



121 N Linwood Ave Appleton, WI 54914
Phone: (920) 955-3760 Email: RTS@RecycleThatStuff.com

CANAL COMMONS

Ribbon Cutting Event

Wednesday, May 27, 5-7pm



95 BROAD ST, MENASHA

Join us at 5:15pm for a short ceremony,
light refreshments, a history walk,
and musical entertainment from
Jason Schaefer until 7pm

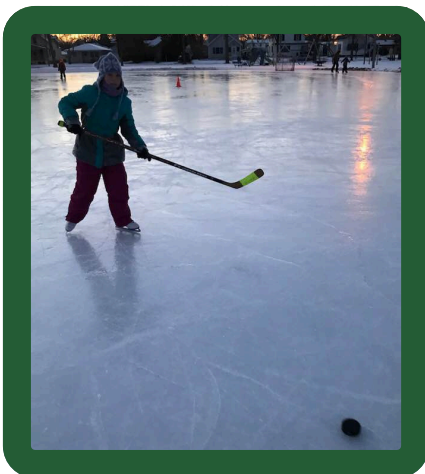


MENASHA PARKS & RECREATION SURVEY

Your voice helps shape our parks, trails, and recreational programs. Tell us what's working, what's missing, and what you'd love to see happen next!



<https://ecwrpc.mysocialpinpoint.com/city-menasha-corp/city-menasha-corp-update>





PROCLAMATION

Office of the Mayor

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of Menasha; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation and our communities transportation, water supply, water treatment, and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Menasha to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2026 marks the 66th annual National Public Works Week sponsored by the American Public Works Association; and

NOW THEREFORE BE IT PROCLAIMED, that I, Austin R. Hammond, Mayor of the City of Menasha, do hereby proclaim *May 17th-23rd, 2026* to be:

National Public Works Week

“Rooted in Service, Powered by Community”

In the City of Menasha

Signed and Sealed this 14th day of May, 2026

A handwritten signature in black ink, appearing to read "Austin R. Hammond".

Austin R. Hammond, Mayor





COMMON COUNCIL MINUTES
Monday, May 4, 2026 at 6:00 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

- A. CALL TO ORDER
Meeting called to order by Mayor Hammond at 6:00pm.
- B. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.
- C. ROLL CALL
Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PHD Hutter,
DC Hanchek, FC Teesch, LD Kopetsky, CA Struve, Mayor Hammond, Clerk
Snyder
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
Chad Lewis (1032 Grove Street, Menasha) commented as an individual member of the Menasha Joint School District's Board of Education on the District's recently passed operational referendum and social media discussion around this such. Lewis encouraged the Common Council to verify the accuracy of information before sharing it online.
- KristL Laux (388 Naussau Street, Menasha) commented on the presence of the invasive Round Goby in Lake Winnebago. In addition to use of the species as bait in the lake, recent rainfall also resulted in water levels rising above the Menasha Lock barrier. Due to these conditions, Laux encouraged the Common Council, City staff, and public to petition the U.S. Army Corps of Engineers to open the Menasha Lock.
- F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to receive. Motion carried on voice vote.
1. Presentations:
 2. Minutes to Receive:
 - a. Special Parks & Recreation Board, 4/27/26
 3. Communications:
- G. CONSENT AGENDA

1. Special Board of Public Works, 5/4/26, Recommends Approval of:
 - a. Street Use Application — Fox Cities Marathon; Sunday, September 20, 2026; 3 AM - 2 PM; Community First Credit Union

Motion by District 6 Alderperson Marshall, seconded by District 8 Alderperson School to approve.

Motion carried 8-0 on roll call.

2. Special Parks & Recreation Board, 4/27/26, Recommends Approval of:
 - a. Athletic Facility Rental Form Fee Update-2026 and 2027 Jefferson Park Softball Field Promotional Fee

Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

Discussion considered communications to existing and newly incoming groups, installation of a new scoreboard, and the field's public opening.

Staff advised that the purpose of this item is to reflect the present conditions of the Jefferson Park softball fields. This is a temporary reduction while work continues on this space, and is intended to promote reservations by leagues. A related memorandum of understanding for use of this field by Fox Valley Athletics follows this item.

- b. Memorandum of Understanding (MOU) by and between Fox Valley Athletics (FVA) and the City of Menasha for 2026-2028
- Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-1 on roll call. District 2 Alderperson Eisenach voted no.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Class "B" (Beer) Alcohol License Application from Menasha Athletic Association; Thomas Konetzke, Agent; Koslo Park Concessions (1200 Geneva Road, Menasha), Premises
- Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

2. El Palenque Mexican Gastropub Outdoor Alcoholic Beverage Service Permit

Application for the 2025-2026 Licensing Term (May 5, 2026 – June 30, 2026)
Motion by District 8 Alderperson School, seconded by District 3 Alderperson
Hale to approve.

Motion carried 8-0 on roll call.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale
to adjourn the Special Common Council meeting at 6:22pm. Motion carried on
voice vote.

Minutes submitted by City Clerk Kaija Snyder.



COMMON COUNCIL MINUTES
Tuesday, May 5, 2026 at 6:00 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

- A. CALL TO ORDER
Meeting called to order by Mayor Hammond at 6:00pm.
- B. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.
- C. ROLL CALL
Present: Alds. Rand, Eisenach, Hale, Lewis, Marshall, Grade, School
Absent: Ald. Perkins
Also Present: FD Sassman, DPW Merten, CDD Dane, PHD Hutter, DPC Hanchek,
FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
Leslie Lemieux (82 Fox Street, Menasha) expressed gratitude and appreciation for the City of Menasha's Public Works Department and elected officials during recent flooding in District 1.
- F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to recieve. Motion carried on voice vote.

Discussion considered the Menasha All City Grade School Track and Field Wellness Day.

Staff advised on recent rainfall and flooding events affecting the City of Menasha community.

1. Presentations:

a. Q1 Community Development Department Update

Staff advised on the Community Development Department's recent work, including the ongoing Comprehensive Plan Update, Water Street Corridor improvements, and Zoning Code amendments. Staff additionally advised on specific sites, such as the UWO - Fox Valley campus, Gunderson Cleaners, and former Whiting Paper Mill.

Discussion considered vacant commercial sites in the City of Menasha.

- b. Strong Neighborhoods Program Partnership Update - Greater Fox Cities Area Habitat for Humanity
Representatives from the Greater Fox Cities Area Habitat for Humanity presented on the Strong Neighborhoods Program Partnership. This program has reached 47 community members since its launch in February.

2. Minutes to Receive:

- a. Administration Committee, 4/21/26
- b. Board of Public Works, 4/21/26
- c. Personnel Committee, 4/21/26
- d. Neenah-Menasha Sewerage Commision. 3/24/26
- e. Redevelopment Authority, 3/3/26, 4/14/26
- f. Plan Commission, 4/14/26
- g. Protocol Committee, 4/29/26
- h. Board of Appeals, 12/5/25
- i. Board of Appeals Workshop, 12/5/25

3. Communications:

- a. 50th Annual Menasha All City Grade School Track and Field Wellness Day
- b. Municipal Clerk Week Proclamation
- c. National Police Week Proclamation
- d. Menasha Police Department Annual Report (2025)
- e. Inclement Weather Response Synopsis

G. CONSENT AGENDA

- 1. Common Council (Sine Die) Minutes, 4/21/26
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.
- 2. Common Council (Organizational) Minutes, 4/21/26
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

- 1. Accounts payable and payroll for the term of 04/17/26 - 04/30/26 in the amount of \$1,869,505.70
Motion by District 3 Alderperson Hale, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 7-0 on roll call.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-8-26 — A Resolution Honoring the 50th Anniversary of the Menasha All City Grade School Track and Field Wellness Day (Introduced by Mayor Hammond)
Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.

2. R-7-26 - A Resolution Adopting Rules of the Common Council and Mayor (Introduced by Mayor Hammond and Ald. Grade)
Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

L. APPOINTMENTS

1. Mayor's reappointment of Travis Mac Donald as Weed Commissioner for the term of 5/15/26 – 5/15/27
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
2. Resignation of Kevin Benner from Plan Commission
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.
3. Mayor's reappointment of Bernice Kohanski to the Committee on Aging for the term of 5/5/26 - 4/30/29
Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.
4. Mayor's reappointment of Ken Kubiak to the Neenah-Menasha Fire Rescue Joint Fire Commission for the term of 5/6/26 - 5/1/29
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
5. Mayor's appointment of Ald. School to the Lawson Canal Ad Hoc Advisory Committee as a Board of Public Works representative for the term of 5/6/26 - 9/30/26
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.
6. Mayor's reappointment of Mayor Austin Hammond to the Appleton (Fox Cities)

MPO Policy Board (East Central Wisconsin Regional Planning Commission)
for the term of 5/6/26 – 5/1/28

Motion by District 7 Alderperson Grade seconded by District 5 Alderperson
Lewis to approve. Motion carried on voice vote.

7. Mayor's appointment of Matt Larsen to the Fox Cities Transit Commission for
the term of 5/6/2026 - 4/30/2029

Motion by District 7 Alderperson Grade seconded by District 5 Alderperson
Lewis to approve. Motion carried on voice vote.

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale
to adjourn the Common Council meeting at 6:52pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



MEMORANDUM

To: Common Council
From: Community Development Department/AD
Date: May 18, 2026
Re: **Special Use Permit and Preliminary Plat – 1327 Province Terrace (Parcel No. 7-00053-02) – Marcus McGuire**

Marcus McGuire has submitted applications for a Special Use Permit and Preliminary Plat for 1327 Province Terrace, Parcel No. 7-00053-02. Both applications will be reviewed within this memo.

The parcel is approximately 2.37 acres. The proposed development will create five parcels via the preliminary and final plat process. The newly created lots are proposed to contain one two family attached dwelling (duplex).

The properties will be owned by McGuire Properties and managed by their in-house staff. By constructing the buildings themselves, costs can be kept obtainable for perspective tenants.

Special Use Permit

The property is zoned C-1 General Commercial District. As required by Section 13-1-29(c)(22) of the Zoning Code, within the C-1 district, all permitted uses in the R-2 Two-Family Residence District are permitted through the approval of a special use permit.

When reviewing Special Use Permit applications, the Plan Commission shall consider the following per Section 13-1-11(b) of the City of Menasha Code of Ordinances:

- 1. The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land;**

The property is currently vacant with low density single family housing to the east, multi-family high density to the south, and general commercial to the west and north. Additional housing will complement the Province Apartment project, located directly south of the property as well as the existing single family housing located directly east.

- 2. The use shall have an appearance that will not have an adverse effect upon adjacent properties;**

The preliminary plan shows the buildings positioned at the required twenty-five (25) foot front yard setback along Province Terrace. In positioning the buildings at that

setback, it allows for a rear yard setback that exceeds the required thirty (30) foot rear yard setback. The same setback is required for the low density single family properties adjacent to this development.

3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns;

As identified in the City of Menasha Housing Needs Assessment, missing middle housing is one of the City's primary housing priorities. The assessment highlights a growing need for housing options that are varied in housing forms addressing affordability and neighborhood compatibility. Introducing two-family attached dwellings in the area compliments the apartment project to the south and the single-family to the east.

4. The use will not cause traffic hazards or congestion;

The proposed development offers entry to the homes from Province Terrace. A housing development typically generates lower traffic volume than the permitted commercial uses within the district.

5. The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

The properties are located within an area served by public utilities and streets. The location being within an established service area promotes efficient use of public infrastructure and encourages infill and redevelopment.

Preliminary Plat

A preliminary plat has been submitted for Bluejay Way, a five lot, attached two family (duplex) residential development. This preliminary plat is located at 1327 Province Terrace which is northeast of Province Link and southeast of Festival Foods.

The five residential lots range between 18,545 and 24,311 square feet in area with an average lot size of 20,717 square feet. Within the C-1 General Commercial District, Section 13-1-29(f)(9) states *"If residential development is the principal use, then all requirements and standards of that applicable residential district apply."* A two family attached duplex would revert to the R-2 Two-Family Residence District standards. All lots proposed within the preliminary plat meet this zoning district standards regarding minimum lot size and lot width.

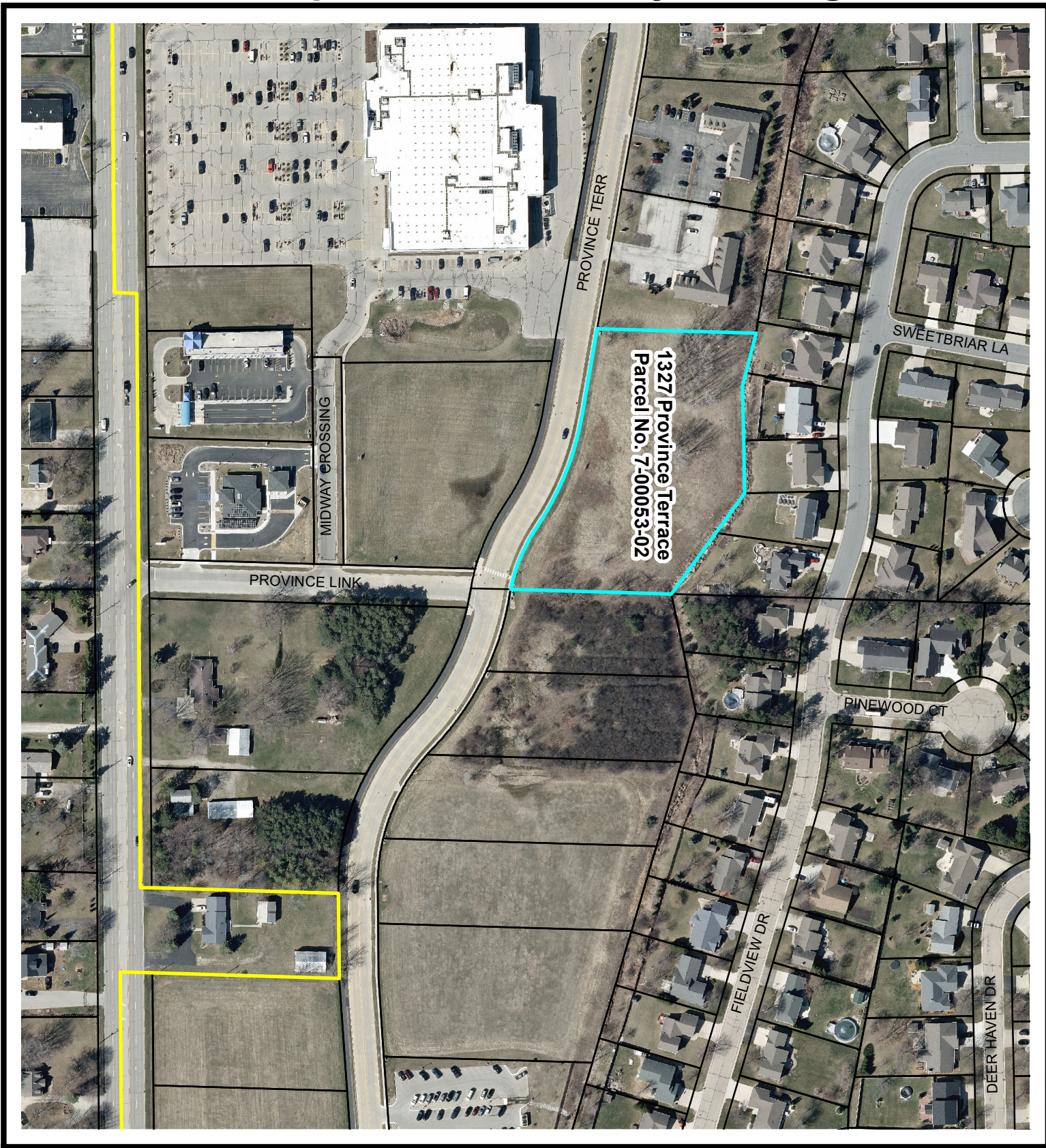
Staff and the City of Menasha Plan Commission recommend approval by the City of Menasha Common Council of the special use permit for the two-family housing at 1327 Province Terrace (Parcel No. 7-00053-02) as presented with the following condition:

- 1. A Preliminary and Final Plat shall be submitted and approved by the Common Council prior to the Revocation language outlined in Special Use Permit, section 13-1-11(e) of the Menasha Code of Ordinances.**

Staff and the City of Menasha Plan Commission recommend approval by the City of Menasha Common Council of the preliminary plat for 1327 Province Terrace, Parcel No. 7-00053-02, as presented with the following conditions:

- 1. The special use permit for two-family housing shall be approved by the Common Council.**
- 2. A drainage and grading plan shall be submitted to the Engineering Department for review.**
- 3. A Stormwater Management Practices Buy-In Maintenance agreement shall be executed for this development.**
- 4. Language shall be added to the Final Plat regarding Drainage Easement Restrictions, specifically that (1) The City has the right to perform maintenance, and (2) Developer/lot owner shall comply with the approved surface drainage plan.**

Special Use Permit Location Proposed Multi-Family Housing



Legend

-  City of Menasha Corporate Limits
-  Parcel Boundary
-  1327 Province Terrace (Parcel No. 7-00053-02)

N

1 inch = 200 feet
Page 106 of 175

Lot 2, Certified Survey Map No. 1872 (Doc. 255004), Located in part of the Northwest 1/4
and the Southwest 1/4 of the Fractional Northwest 1/4 of Section 07,
Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin

Total Area = 103,584 Sq. Ft. 2.3780 acres
R/W Area = EXISTING
Net Area = 103,584 Sq. Ft. 2.3780 acres
Number of Lots = 5
Average lot size = 20,717 SF
Typical lot dimension = 77'x 254'
Existing zoning = C1
Proposed zoning = R2
Approving Authorities
City of Menasha
Objecting Authorities
Calumet County
Department of Administration

- **Utility and Drainage Easements** will be shown on Final Plat

NW 1/4 SEC 07, T 20 N, R 18 E,
CITY OF MENASHA
CALUMET COUNTY, WI

01 00
20

05

S. Onaida St.

E. Midway Rd.

Province Ter.

Project Location

Reliance Dr.

Plank Rd.

12 07

07

Order	Northing	Easting	Description
1	1000	1000	Start of line
2	1000	1000	End of line

Point Number	Northing	Easting	Description
350	549110.93	828889.39	CPT HUB
351	548908.89	828960.70	CPT HUB
352	549255.86	828873.86	CPT HUB
353	549188.32	829062.09	CPT HUB
354	549297.43	828960.90	CPT HUB
355	549036.35	828723.28	CPT MAG

CURVE TABLE							
Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle	Tangent Bearing-in	Tangent Bearing-out
C1	270.00'	N 23°17'10" E	98.31'	98.86'	20°58'41"	S 12°47'49" W	S 33°46'30" W
C2	430.00'	N 22°23'20" E	169.78'	170.91'	22°46'21"	S 33°46'30" W	S 11°00'09" W

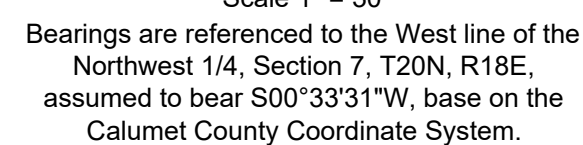
Line	Bearing	Length
L1	S 10°48'57" W	6.11'
L2	N 33°46'30" E	17.09'

I, Scott R. Andersen, hereby certify that this Preliminary Plat is a correct representation of all existing land divisions and features, and that I have complied with the preliminary plat requirements for the **City of Menasha.**

Date _____

Legend

CATV — CATV	Underground Cable TV	(Green Circle) Sanitary MH / Tank / Base	(Yellow Square) CATV Pedestal
FO — FO	Underground Fiber Optic	(Blue Square) Storm Manhole	(White Square) Gas Regulator
OH — OH	Overhead Utility Lines	(Blue Diamond) Inlet	(Black Triangle) Sign
(Red Dashed Line)	Curby Gully Wire	(Blue Square) Curb Stop	(Black Triangle) Post / Guard Post
Son — Son	Sanitary Sewer (Pipe Size)	(Blue Circle) Hydrant	(Sun Symbol) Deciduous Tree
Sto — Sto	Storm Sewer (Pipe Size)	(Blue Circle) Utility Valve	(Sun Symbol) Coniferous Tree
E — E	Underground Electric	(Black Circle) Utility Meter	(Leaf Symbol) Bush / Hedge
G — G	Underground Gas Line	(Black Circle) Utility Pole	(Circle) Benchmark
T — T	Underground Telephone	(Red Star) Light Pole / Signal	(Grey Rectangle) Asphalt Pavement
W — W	Water Main (Pipe Size)	(Red Star) Gully Wire	(Hatched Rectangle) Concrete Pavement
(Line with Circles) Fence - Steel		(Red Star) Electric Pedestal	(Dotted Rectangle) Gravel
(Line with X's) Fence - Wood		(Red Star) Electric Transformer	(Triangle) 1" Rebar Found
(Line with Z's) Fence - Barbed Wire		(Red Star) Electric Manhole	(Square) 3" Rebar Found
(Wavy Line) Treeline		(Red Star) Telephone Pedestal	(Square) 1" Iron Pipe Found
(Vertical Bars) Culvert		(Red Star) Telephone Manhole	
(Solid Grey) Index Contour - Existing	+799.9	Exp Spot Elevation	
(Dashed Grey) Intermediate Contour - Existing			
(Wavy Line) Delineated Wetlands (Not Shown)			
*Pending Spring 2026 Delineation Season			





FRONT ELEVATION
1/4" = 1'-0"



RIGHT ELEVATION
1/4" = 1'-0"

REFERENCED FROM STREET DUPLEX M22-205-W	
FIRST FLOOR AREA "A"	1068 SF
FIRST FLOOR AREA "B"	1068 SF
SECOND FLOOR AREA "A"	502 SF
SECOND FLOOR AREA "B"	502 SF
TOTAL AREA	3140 SF
GARAGE FLOOR AREA "A"	468 SF
GARAGE FLOOR AREA "B"	468 SF

FINAL PLAN

DRAWN BY: CARLI BETTERS	SCALE: 1/4" = 1'-0"	SHEET NO: A1	PROJECT NO: M26-162-W	 DrexelTeam.com	PROVINCE DUPLEX	MARCUS MCGUIRE HOMES	COPYRIGHT © 2022 COPYRIGHTED BY DREXEL TEAM, INC. ALL RIGHTS RESERVED. NO PART OF THIS DRAWING MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE EXPRESS WRITTEN PERMISSION OF DREXEL TEAM, INC. THIS DRAWING IS THE PROPERTY OF DREXEL TEAM, INC. AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON.	FINAL PLAN	02/25/2026	CJP



REAR ELEVATION
1/4" = 1'-0"



LEFT ELEVATION
1/4" = 1'-0"

FIRST FLOOR AREA "A"	1068 SF
FIRST FLOOR AREA "B"	1068 SF
SECOND FLOOR AREA "A"	502 SF
SECOND FLOOR AREA "B"	502 SF
TOTAL AREA	3140 SF
GARAGE FLOOR AREA "A"	468 SF
GARAGE FLOOR AREA "B"	468 SF

FINAL PLAN

DRAWN BY: CARLI BETTERS	SCALE: 1/4" = 1'-0"	SHEET NO: A2	PROJECT NO: M26-162-W
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PROVINCE DUPLEX		MARCUS MCGUIRE HOMES	
Drexel™ DrexelTeam.com			
FINAL PLAN		02/25/2026 CJP	



MEMORANDUM

To: Common Council
From: Community Development Department/AD
Date: May 18, 2026
Re: **Special Use Permit and Preliminary Plat – 1327 Province Terrace (Parcel No. 7-00053-02) – Marcus McGuire**

Marcus McGuire has submitted applications for a Special Use Permit and Preliminary Plat for 1327 Province Terrace, Parcel No. 7-00053-02. Both applications will be reviewed within this memo.

The parcel is approximately 2.37 acres. The proposed development will create five parcels via the preliminary and final plat process. The newly created lots are proposed to contain one two family attached dwelling (duplex).

The properties will be owned by McGuire Properties and managed by their in-house staff. By constructing the buildings themselves, costs can be kept obtainable for perspective tenants.

Special Use Permit

The property is zoned C-1 General Commercial District. As required by Section 13-1-29(c)(22) of the Zoning Code, within the C-1 district, all permitted uses in the R-2 Two-Family Residence District are permitted through the approval of a special use permit.

When reviewing Special Use Permit applications, the Plan Commission shall consider the following per Section 13-1-11(b) of the City of Menasha Code of Ordinances:

- 1. The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land;**

The property is currently vacant with low density single family housing to the east, multi-family high density to the south, and general commercial to the west and north. Additional housing will complement the Province Apartment project, located directly south of the property as well as the existing single family housing located directly east.

- 2. The use shall have an appearance that will not have an adverse effect upon adjacent properties;**

The preliminary plan shows the buildings positioned at the required twenty-five (25) foot front yard setback along Province Terrace. In positioning the buildings at that

setback, it allows for a rear yard setback that exceeds the required thirty (30) foot rear yard setback. The same setback is required for the low density single family properties adjacent to this development.

3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns;

As identified in the City of Menasha Housing Needs Assessment, missing middle housing is one of the City's primary housing priorities. The assessment highlights a growing need for housing options that are varied in housing forms addressing affordability and neighborhood compatibility. Introducing two-family attached dwellings in the area compliments the apartment project to the south and the single-family to the east.

4. The use will not cause traffic hazards or congestion;

The proposed development offers entry to the homes from Province Terrace. A housing development typically generates lower traffic volume than the permitted commercial uses within the district.

5. The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

The properties are located within an area served by public utilities and streets. The location being within an established service area promotes efficient use of public infrastructure and encourages infill and redevelopment.

Preliminary Plat

A preliminary plat has been submitted for Bluejay Way, a five lot, attached two family (duplex) residential development. This preliminary plat is located at 1327 Province Terrace which is northeast of Province Link and southeast of Festival Foods.

The five residential lots range between 18,545 and 24,311 square feet in area with an average lot size of 20,717 square feet. Within the C-1 General Commercial District, Section 13-1-29(f)(9) states *"If residential development is the principal use, then all requirements and standards of that applicable residential district apply."* A two family attached duplex would revert to the R-2 Two-Family Residence District standards. All lots proposed within the preliminary plat meet this zoning district standards regarding minimum lot size and lot width.

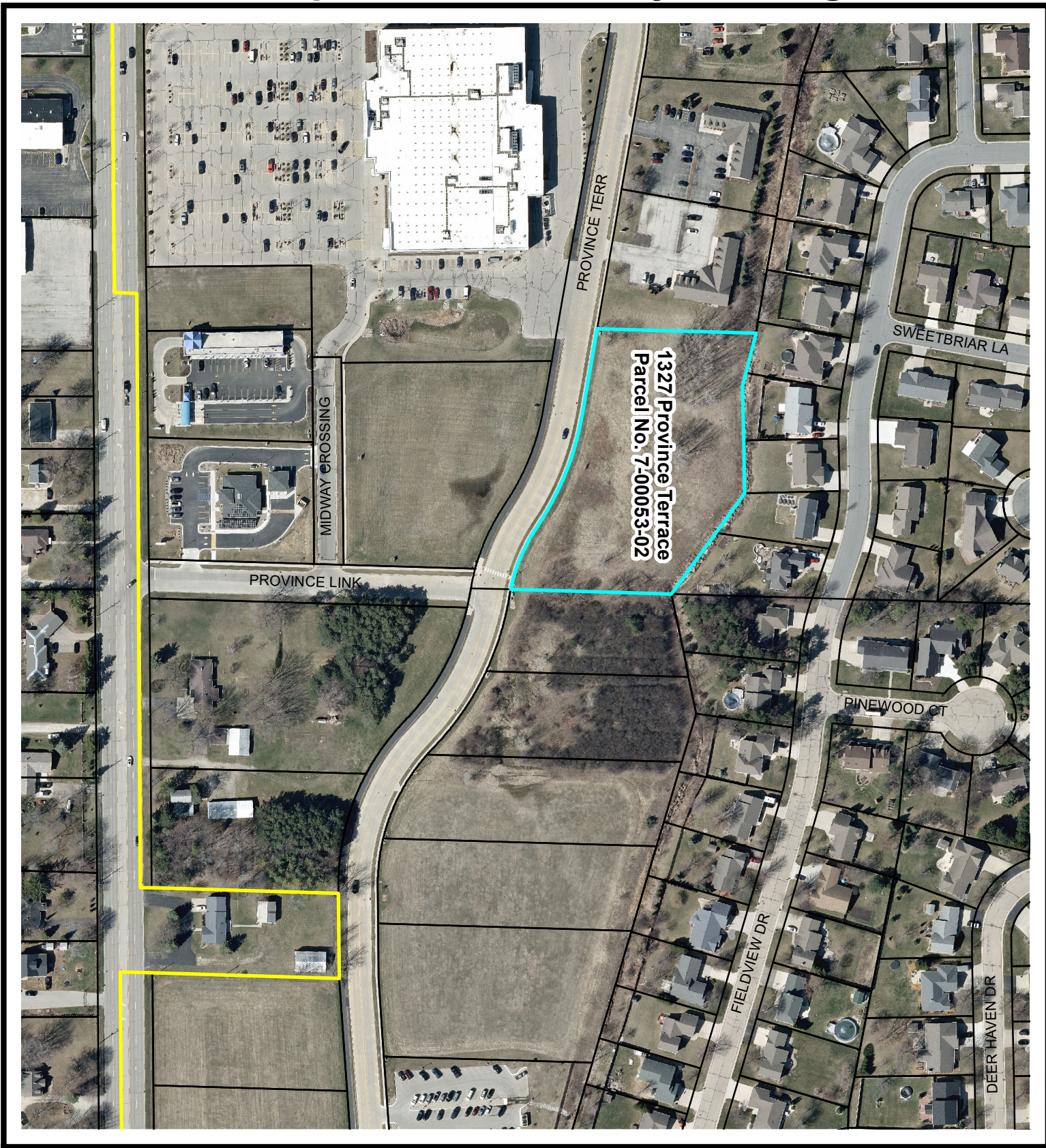
Staff and the City of Menasha Plan Commission recommend approval by the City of Menasha Common Council of the special use permit for the two-family housing at 1327 Province Terrace (Parcel No. 7-00053-02) as presented with the following condition:

- 1. A Preliminary and Final Plat shall be submitted and approved by the Common Council prior to the Revocation language outlined in Special Use Permit, section 13-1-11(e) of the Menasha Code of Ordinances.**

Staff and the City of Menasha Plan Commission recommend approval by the City of Menasha Common Council of the preliminary plat for 1327 Province Terrace, Parcel No. 7-00053-02, as presented with the following conditions:

- 1. The special use permit for two-family housing shall be approved by the Common Council.**
- 2. A drainage and grading plan shall be submitted to the Engineering Department for review.**
- 3. A Stormwater Management Practices Buy-In Maintenance agreement shall be executed for this development.**
- 4. Language shall be added to the Final Plat regarding Drainage Easement Restrictions, specifically that (1) The City has the right to perform maintenance, and (2) Developer/lot owner shall comply with the approved surface drainage plan.**

Special Use Permit Location Proposed Multi-Family Housing



Legend

-  City of Menasha Corporate Limits
-  Parcel Boundary
-  1327 Province Terrace (Parcel No. 7-00053-02)

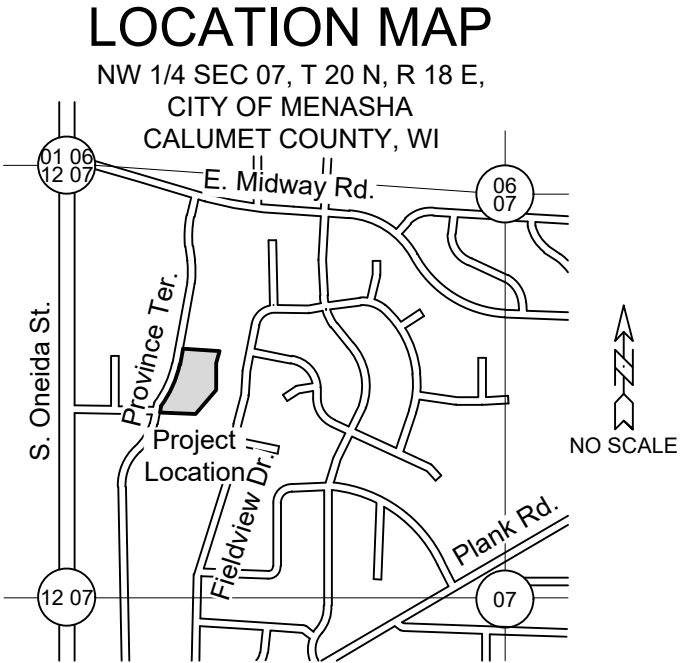
N

1 inch = 200 feet
Page 113 of 175

Preliminary Plat of
Bluejay Way

Lot 2, Certified Survey Map No. 1872 (Doc. 255004), Located in part of the Northwest 1/4
and the Southwest 1/4 of the Fractional Northwest 1/4 of Section 07,
Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin

SUPPLEMENTARY DATA
Total Area = 103,584 Sq. Ft. 2.3780 acres
R/W Area = EXISTING
Net Area = 103,584 Sq. Ft. 2.3780 acres
Number of Lots = 5
Average lot size = 20,717 SF
Typical lot dimension = 77'x 254'
Existing zoning = C1
Proposed zoning = R2
Approving Authorities
City of Menasha
Objecting Authorities
Calumet County
Department of Administration
NOTES
• Utility and Drainage Easements will be shown on Final Plat



Storm Structures						
Structure	#	Rim	Inv	Size	Material	Direction
INL	A	793.76	789.26	12"	PVC	W
INL	B	793.74	788.22	12"	PVC	S
MH	C	793.77	787.75	24"	RCP	S
			787.97	12"	PVC	NW
			787.87	24"	PVC	N
			788.07	12"	PVC	NE
INL	D	791.39	786.24	12"	PVC	S
INL	E	791.03	786.31	8"	PVC	SE
MH	F	791.19	785.69	24"	RCP	W
			785.74	8"	PVC	NW
			785.67	24"	RCP	NE
			785.62	24"	RCP	E
MH	G	788.79	782.95	24"	RCP	W
			782.93	24"	RCP	SE
MH	H	795.98	789.28	24"	PVC	S
			789.31	24"	PVC	W
			789.33	12"	PVC	NW
			789.31	24"	PVC	N
			789.32	12"	PVC	E
INL	I	795.95	791.18	12"	PVC	S
			792.06	8"	PVC	NW
INL	J	795.96	792.59	12"	PVC	SW
			792.98	12"	PVC	E

Horizontal Control			
Lot 2 CSM 1872-Province Terrace-Duplex Lots (City of Menasha)			
2026-03-24			
Davel Engineering and Environmental			
Horizontal Control (per Calumet County Coordinate System)			
Point Number	Northing	Easting	Description
350	549110.93	828889.39	CPT HUB
351	548908.89	828960.70	CPT HUB
352	549255.86	828873.86	CPT HUB
353	549188.32	829062.09	CPT HUB
354	549297.43	828960.90	CPT HUB
355	549036.35	828723.28	CPT MAG

BENCHMARKS (NAVD 88)

BM 0 NGS Benchmark
PID and Designation - DE7787
Elev 780.50
BM 1 Fire Hydrant, Tag Bolt
East R/W Province Terrace ± 6' North of NW Lot Corner
Elev 797.08
BM 2 Fire Hydrant, Tag Bolt
East R/W Province Terrace ± 8' NE of SW Lot Corner
Elev 792.98'

CURVE TABLE						
Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle	Tangent Bearing-in / Tangent Bearing-out
C1	270.00'	N 23°17'10" E	98.31'	98.86'	20°58'41"	S 12°47'49" W / S 33°46'30" W
C2	430.00'	N 22°23'20" E	169.78'	170.91'	22°46'21"	S 33°46'30" W / S 11°00'09" W

LINE TABLE		
Line	Bearing	Length
L1	S 10°48'57" W	6.11'
L2	N 33°46'30" E	17.09'

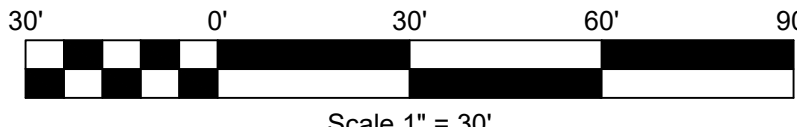
SURVEYOR'S CERTIFICATE

I, Scott R. Andersen, hereby certify that this Preliminary Plat is a correct representation of all existing land divisions and features, and that I have complied with the preliminary plat requirements for the City of Menasha.

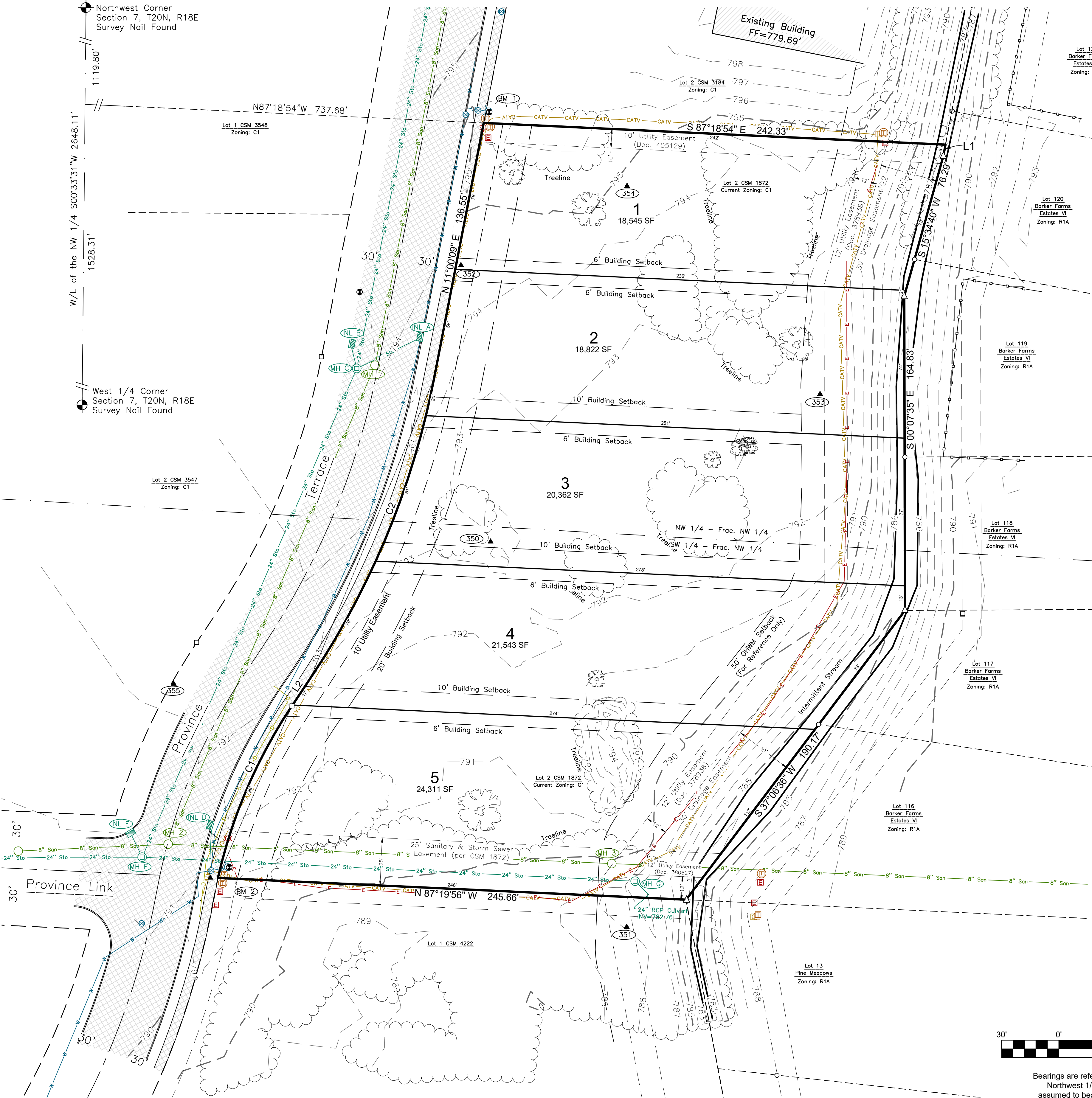
Scott R. Andersen, P.L.S. No. S-3169 Date

Sanitary Structures						
Structure	#	Rim	Inv	Size	Material	Direction
MH	1	793.99	782.01	8"	PVC	N
			782.65	8"	PVC	SW
MH	2	791.61	780.98	8"	PVC	N
			780.94	8"	PVC	E
			781.06	8"	PVC	SE
			780.96	8"	PVC	W
MH	3	789.94	779.98	8"	PVC	E
			780.00	8"	PVC	W
MH	4	796.43	784.41	8"	PVC	N
			784.40	8"	PVC	W
			784.38	8"	PVC	S

LEGEND			
CATV	CATV	Underground Cable TV	Sanitary MH / Tank / Base
FO	FO	Underground Fiber Optic	Storm Manhole
OH	OH	Overhead Utility Lines	Inlet
San	San	Sanitary Sewer (Pipe Size)	Curb Stop
Sto	Sto	Storm Sewer (Pipe Size)	Hydrant
E	E	Underground Electric	Utility Valve
G	G	Underground Gas Line	Utility Meter
T	T	Underground Telephone	Utility Pole
W	W	Water Main (Pipe Size)	Light Pole / Signal
Fence - Steel			Guy Wire
Fence - Wood			Electric Pedestal
Fence - Barbed Wire			Electric Transformer
Tree Line			Electric Manhole
Index Contour - Existing			Telephone Pedestal
Intermediate Contour - Existing			Telephone Manhole
Delineated Wetlands (Not Shown)			Culvert
**Pending Spring 2026 Delineation Season			
			CATV Pedestal
			Gas Regulator
			Sign
			Post / Guard Post
			Deciduous Tree
			Coniferous Tree
			Bush / Hedge
			Benchmark
			Asphalt Pavement
			Concrete Pavement
			Gravel
			1/4" Rebar Found
			3/4" Rebar Found
			1" Iron Pipe Found



Bearings are referenced to the West line of the Northwest 1/4, Section 7, T20N, R18E, assumed to bear S00°33'31"W, base on the Calumet County Coordinate System.



PRELIMINARY PLAT

Bluejay Way

City of Menasha, Calumet County, WI

For: McGuire Properties LLC

Date: 04/6/2026

Filename: 9359Plat.dwg

Author: SRA

Last Saved by: scott

Page 1 of 1

Davel Engineering & Environmental, Inc.

Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952

Ph: 920-981-1868

www.davel.pro



FRONT ELEVATION
1/4" = 1'-0"



RIGHT ELEVATION
1/4" = 1'-0"

REFERENCED FROM STREET DUPLEX M22-205-W	
FIRST FLOOR AREA "A"	1068 SF
FIRST FLOOR AREA "B"	1068 SF
SECOND FLOOR AREA "A"	502 SF
SECOND FLOOR AREA "B"	502 SF
TOTAL AREA	3140 SF
GARAGE FLOOR AREA "A"	468 SF
GARAGE FLOOR AREA "B"	468 SF

FINAL PLAN

DRAWN BY: CARLI BETTERS	SCALE: 1/4" = 1'-0"	SHEET NO: A1	PROJECT NO: M26-162-W	 DrexelTeam.com	PROVINCE DUPLEX	MARCUS MCGUIRE HOMES	COPYRIGHT © 2022 COPYRIGHTED BY DREXEL TEAM, INC. ALL RIGHTS RESERVED. NO PART OF THIS DRAWING MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE EXPRESS WRITTEN PERMISSION OF DREXEL TEAM, INC. THIS DRAWING IS THE PROPERTY OF DREXEL TEAM, INC. AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON.	FINAL PLAN	02/25/2026	CJP



REAR ELEVATION
1/4" = 1'-0"



LEFT ELEVATION
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FIRST FLOOR AREA "A"	1068 SF
FIRST FLOOR AREA "B"	1068 SF
SECOND FLOOR AREA "A"	502 SF
SECOND FLOOR AREA "B"	502 SF
TOTAL AREA	3140 SF
GARAGE FLOOR AREA "A"	468 SF
GARAGE FLOOR AREA "B"	468 SF

FINAL PLAN

DRAWN BY: CARLI BETHERS	COPYRIGHT © 2022	FINAL PLAN	02/25/2026	CJP
SCALE: 1/4" = 1'-0"	THIS DRAWING IS THE PROPERTY OF DREXEL TEAM. IT IS TO BE USED FOR THE PROJECT AND SITE SPECIFICALLY NOTED. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE EXPRESS WRITTEN PERMISSION OF DREXEL TEAM. ALL RIGHTS ARE RESERVED.			
SHEET NO: A2				
PROJECT NO: M26-162-W				



DrexelTeam.com

PROVINCE DUPLEX

MARCUS MCGUIRE HOMES



MEMORANDUM

To: Common Council

From: Community Development Department/AD

Date: May 18, 2026

Re: **Special Use Permit and Preliminary Plat – 1615 Drum Corps Drive (Parcel No. 6-01665-00) – Greater Fox Cities Area Habitat for Humanity**

Roger Roth, on behalf of Greater Fox Cities Area Habitat for Humanity, has submitted applications for a Special Use Permit and Preliminary Plat for 1615 Drum Corps Drive, Parcel No. 6-01665-00. Both applications will be reviewed within this memo.

The parcel is 2.69 acres. The proposed development will create nine parcels via the preliminary and final plat process and occur in two phases. Phase One, Lots 1-8, of the proposed preliminary plat will be the construction of owner-occupied, single-family homes. Phase Two, located on Lot 9, will contain the future residential development of townhomes and a stormwater pond.

Special Use Permit

The property is zoned C-1 General Commercial District. As required by Section 13-1-29(c)(11) of the Zoning Code, within the C-1 district, multi-family uses permitted in the R-4 Multi-Family District are permitted through the approval of a special use permit.

When reviewing Special Use Permit applications, the Plan Commission shall consider the following per Section 13-1-11(b) of the City of Menasha Code of Ordinances:

- 1. The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land;**

The property is currently vacant with C-1 General Commercial District to the north (condominium development and dance studio) and east (apartment building). Properties to the west and south of the location are in the Village of Fox Crossing and designated as B-3 Regional Business District (retail sales, car wash/laundromat, and contractor offices).

Additionally, the proposed housing development would complement the existing condominium developments to the north and apartment buildings to the west, while also providing the potential to support increased patronage for the existing commercial uses located to the south and east.

2. The use shall have an appearance that will not have an adverse effect upon adjacent properties;

The preliminary plan shows the proposed homes on Lots 1-8 facing Drum Corps Drive via individual driveway access. This follows the same development pattern with the condominiums north of the development. Single family zoning and home standards will be applied to the properties having no negative effect on the surrounding residential properties.

Phase Two of the proposal has access via an existing driveway on Drum Corps Drive, located south of Lot 1. Currently, the proposed location of the townhomes is being finalized. The development team is working with city staff to ensure the location of the stormwater pond and attached dwellings meet code requirements. The parcel to the east is an apartment complex with parking garages abutting this development.

3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns;

As identified in the City of Menasha Housing Needs Assessment, detached single-family housing and varied forms of housing units are two of the three primary housing priorities. The assessment highlights a growing need not only for additional owner-occupied housing opportunities, but also for housing that is attainable and affordable to a broader range of residents. This development by Fox Cities Area Habitat for Humanity helps address both objectives while also supporting the nationally recognized need for “missing middle” housing types that provide diverse, moderately scaled housing options between traditional single-family homes and larger multifamily developments.

4. The use will not cause traffic hazards or congestion;

The proposed development offers entry from Drum Corps Drive. A housing development typically generates lower traffic volume than the permitted commercial uses within the district.

5. The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

The property is located within an area served by public utilities and streets. The location being within an established service area promotes efficient use of public infrastructure and encourages infill and redevelopment.

Preliminary Plat

A preliminary plat has been submitted for Drum Corps Plat, a nine lot, single family detached and single family attached (townhome) residential development. This preliminary plat is located at 1615 Drum Corps Drive which is north of Midway Road, south of State Highway 10/114, east of Appleton Road, and west of University Drive.

Lots 1-8 are designated as single family lots ranging between 7,200 to 7,765 square feet in area with an average lot size of 7,467 square feet. Lot 9 is proposed for development of townhomes and a stormwater pond, with a square footage of 57,597 square feet. Within the C-1 General Commercial District, Section 13-1-29(f)(9) states “*If residential development is*

the principal use, then all requirements and standards of that applicable residential district apply.” Lots 1-8 (single family home) would revert to the R-1 Single Family Residence District standards, while the townhomes would revert to R-2A Multi-Family, Zero Lot Line Residence District standards. All lots proposed within the preliminary plat meet the zoning district standards regarding minimum lot size and lot width.

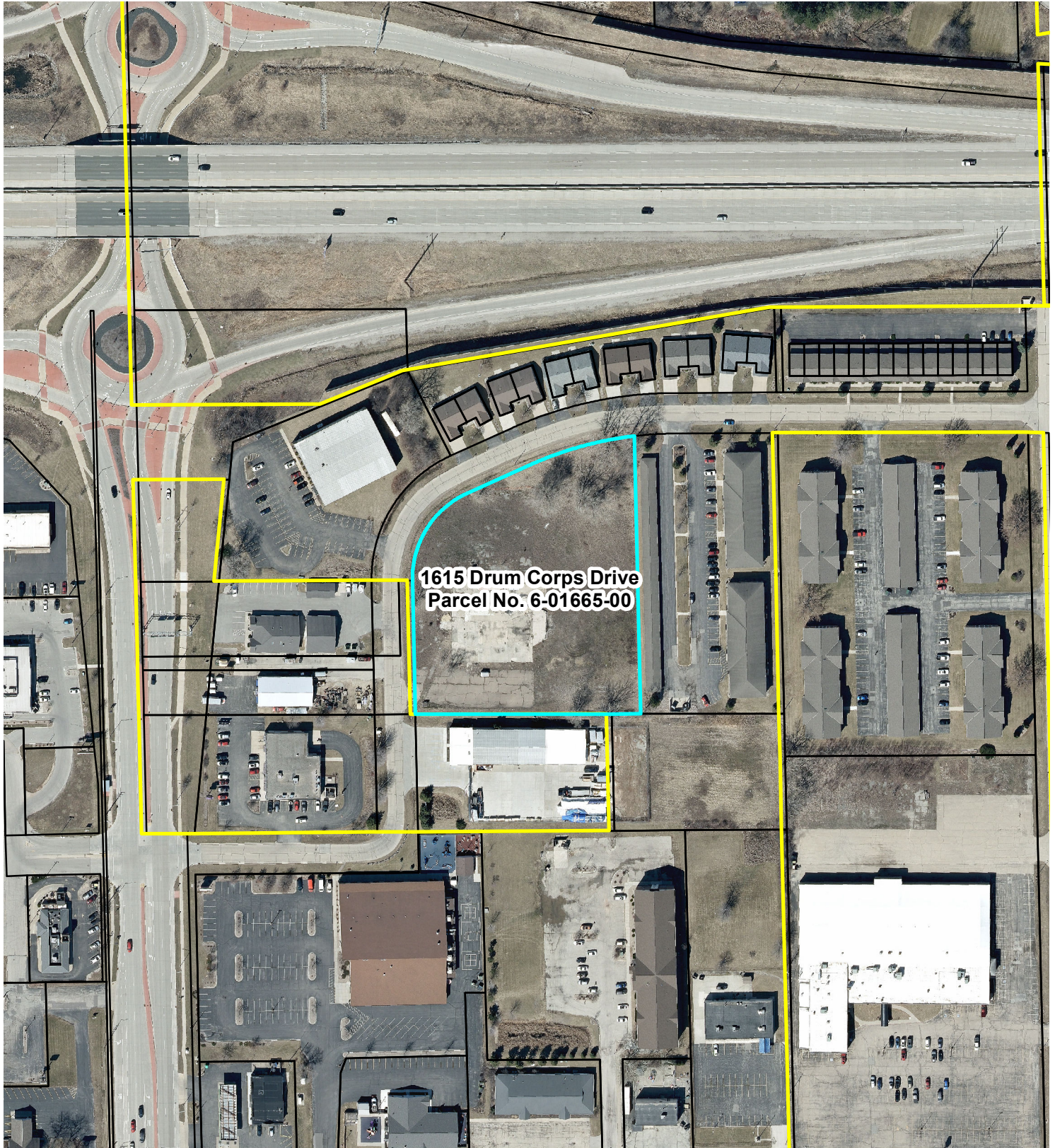
Staff and the City of Menasha Plan Commission recommend approval by the City of Menasha Common Council of the special use permit for the single family housing at 1615 Drum Corps Drive (Parcel No. 6-01665-00) as presented with the following condition:

- 1. A Preliminary and Final Plat shall be submitted and approved by the Common Council prior to the Revocation language outlined in Special Use Permit, Section 13-1-11(e) of the Menasha Code of Ordinances.**

Staff and the City of Menasha Plan Commission recommend approval by the City of Menasha Common Council of the preliminary plat for 1615 Drum Corps Drive (Parcel No. 6-01665-00) as presented with the following condition:

- 1. The special use permit for single family housing shall be approved by the Common Council.**

Special Use Permit Location Proposed Single Family Housing



Legend

-  City of Menasha Corporate Limits
-  Parcel Boundary
-  1615 Drum Corps Drive, Parcel No.6-01665-00

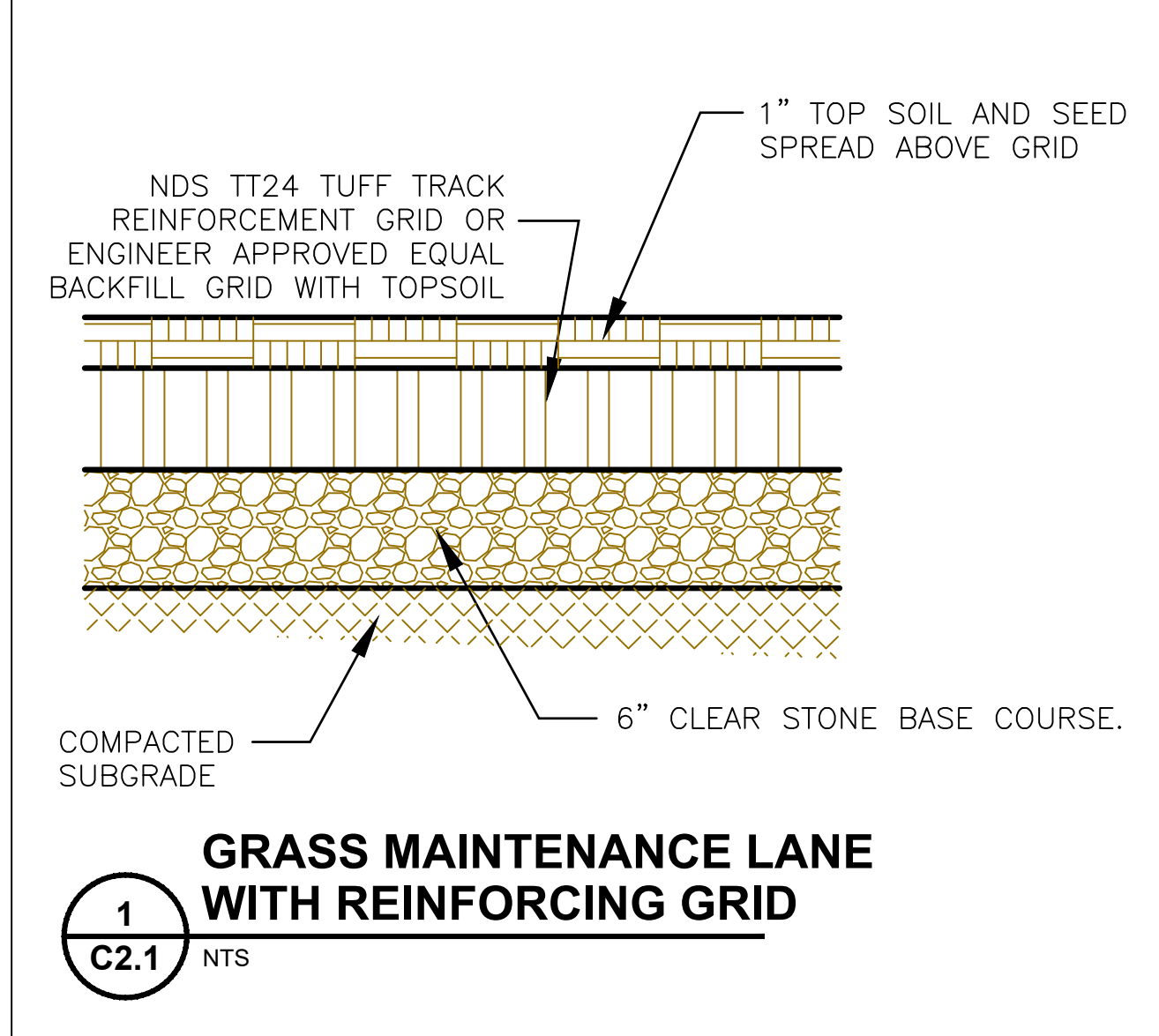
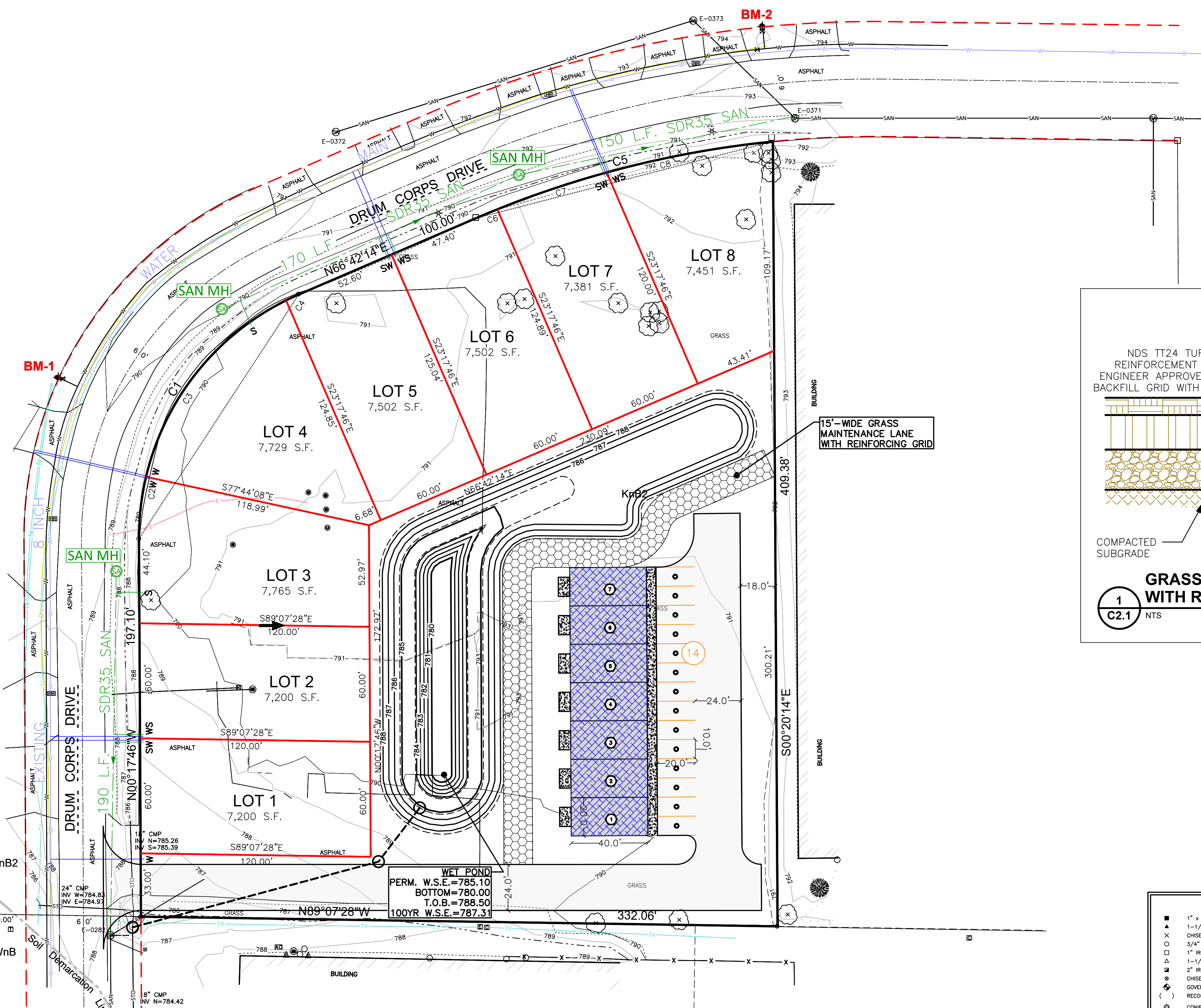
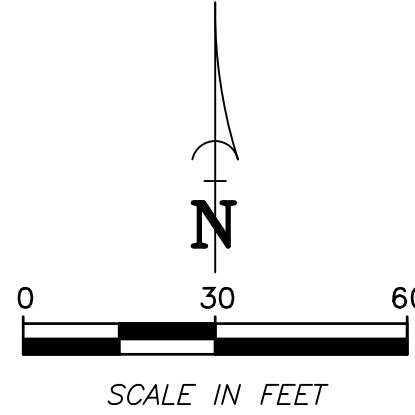
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1 inch = 200 feet

Page 120 of 175

EXHIBIT A
POTENTIAL LOT 9 DEVELOPMENT



TOPOGRAPHIC LEGEND		
1" x 18" IRON PIPE SET	OVERHEAD POWER LINES	GAS VALVE
1-1/4" x 30" REBAR SET	UNDERGROUND ELECTRIC	EXIST. STORM MANHOLE
CHISELED "X" SET	UNDERGROUND TELEPHONE	STORM INLET
3/4" REBAR FOUND	UNDERGROUND FIBEROPTIC	YARD DRAIN
1" IRON PIPE FOUND	UNDERGROUND GAS	EXIST. SANITARY MANHOLE
1-1/4" REBAR FOUND	UNDERGROUND CABLE TV	EXIST. STO. SEWER
2" IRON PIPE FOUND	EXIST. FENCE LINE	EXIST. WATER MAIN
CHISELED "X" FOUND	SIGN	EXIST. SPOT ELEVATION
GOVERNMENT CORNER	POWER POLE	
RECORDED AS	GUY	
CONFEROUS TREE	LIGHT POLE	
DECIDUOUS TREE	TELEPHONE PEDESTAL	
EXIST. WOODS LINE	ELECTRIC PEDESTAL	
WETLANDS	CABLE PEDESTAL	
SOIL BORING	EXIST. HYDRANT	
CONCRETE SIDEWALK	WATER VALVE	
	WATER STOP BOX	

NOT FOR CONSTRUCTION

Martenson & Eisele
Architecture
Engineering
Surveying
Environmental
1377 Midway Road
Menasha, WI 54952
info@martenson-eisele.com
920.731.0381

DRAWN BY		CHECKED		APPROVED		FIELDWORK	
MM	MM	ALM	ALM	JWS	JWS	BHF	BHF
NO.		DATE		NO.		DATE	
NO.		DATE		NO.		DATE	

EXHIBIT A
HABITAT FOR HUMANITY
CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN

SCALE	DATE
BAR SCALE	04-06-2026
COMPUTER FILE	
1-0046-039de	

DRAWING NO
EXHIBIT A



MEMORANDUM

To: Common Council
From: Community Development Department/AD
Date: May 18, 2026
Re: **Special Use Permit and Preliminary Plat – 1615 Drum Corps Drive (Parcel No. 6-01665-00) – Greater Fox Cities Area Habitat for Humanity**

Roger Roth, on behalf of Greater Fox Cities Area Habitat for Humanity, has submitted applications for a Special Use Permit and Preliminary Plat for 1615 Drum Corps Drive, Parcel No. 6-01665-00. Both applications will be reviewed within this memo.

The parcel is 2.69 acres. The proposed development will create nine parcels via the preliminary and final plat process and occur in two phases. Phase One, Lots 1-8, of the proposed preliminary plat will be the construction of owner-occupied, single-family homes. Phase Two, located on Lot 9, will contain the future residential development of townhomes and a stormwater pond.

Special Use Permit

The property is zoned C-1 General Commercial District. As required by Section 13-1-29(c)(11) of the Zoning Code, within the C-1 district, multi-family uses permitted in the R-4 Multi-Family District are permitted through the approval of a special use permit.

When reviewing Special Use Permit applications, the Plan Commission shall consider the following per Section 13-1-11(b) of the City of Menasha Code of Ordinances:

- 1. The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land;**

The property is currently vacant with C-1 General Commercial District to the north (condominium development and dance studio) and east (apartment building). Properties to the west and south of the location are in the Village of Fox Crossing and designated as B-3 Regional Business District (retail sales, car wash/laundromat, and contractor offices).

Additionally, the proposed housing development would complement the existing condominium developments to the north and apartment buildings to the west, while also providing the potential to support increased patronage for the existing commercial uses located to the south and east.

2. The use shall have an appearance that will not have an adverse effect upon adjacent properties;

The preliminary plan shows the proposed homes on Lots 1-8 facing Drum Corps Drive via individual driveway access. This follows the same development pattern with the condominiums north of the development. Single family zoning and home standards will be applied to the properties having no negative effect on the surrounding residential properties.

Phase Two of the proposal has access via an existing driveway on Drum Corps Drive, located south of Lot 1. Currently, the proposed location of the townhomes is being finalized. The development team is working with city staff to ensure the location of the stormwater pond and attached dwellings meet code requirements. The parcel to the east is an apartment complex with parking garages abutting this development.

3. The use shall be reasonably related to the overall needs of the City and to existing land use patterns;

As identified in the City of Menasha Housing Needs Assessment, detached single-family housing and varied forms of housing units are two of the three primary housing priorities. The assessment highlights a growing need not only for additional owner-occupied housing opportunities, but also for housing that is attainable and affordable to a broader range of residents. This development by Fox Cities Area Habitat for Humanity helps address both objectives while also supporting the nationally recognized need for “missing middle” housing types that provide diverse, moderately scaled housing options between traditional single-family homes and larger multifamily developments.

4. The use will not cause traffic hazards or congestion;

The proposed development offers entry from Drum Corps Drive. A housing development typically generates lower traffic volume than the permitted commercial uses within the district.

5. The use shall have adequate utilities, access roads, drainage, and other necessary facilities.

The property is located within an area served by public utilities and streets. The location being within an established service area promotes efficient use of public infrastructure and encourages infill and redevelopment.

Preliminary Plat

A preliminary plat has been submitted for Drum Corps Plat, a nine lot, single family detached and single family attached (townhome) residential development. This preliminary plat is located at 1615 Drum Corps Drive which is north of Midway Road, south of State Highway 10/114, east of Appleton Road, and west of University Drive.

Lots 1-8 are designated as single family lots ranging between 7,200 to 7,765 square feet in area with an average lot size of 7,467 square feet. Lot 9 is proposed for development of townhomes and a stormwater pond, with a square footage of 57,597 square feet. Within the C-1 General Commercial District, Section 13-1-29(f)(9) states “*If residential development is*

the principal use, then all requirements and standards of that applicable residential district apply.” Lots 1-8 (single family home) would revert to the R-1 Single Family Residence District standards, while the townhomes would revert to R-2A Multi-Family, Zero Lot Line Residence District standards. All lots proposed within the preliminary plat meet the zoning district standards regarding minimum lot size and lot width.

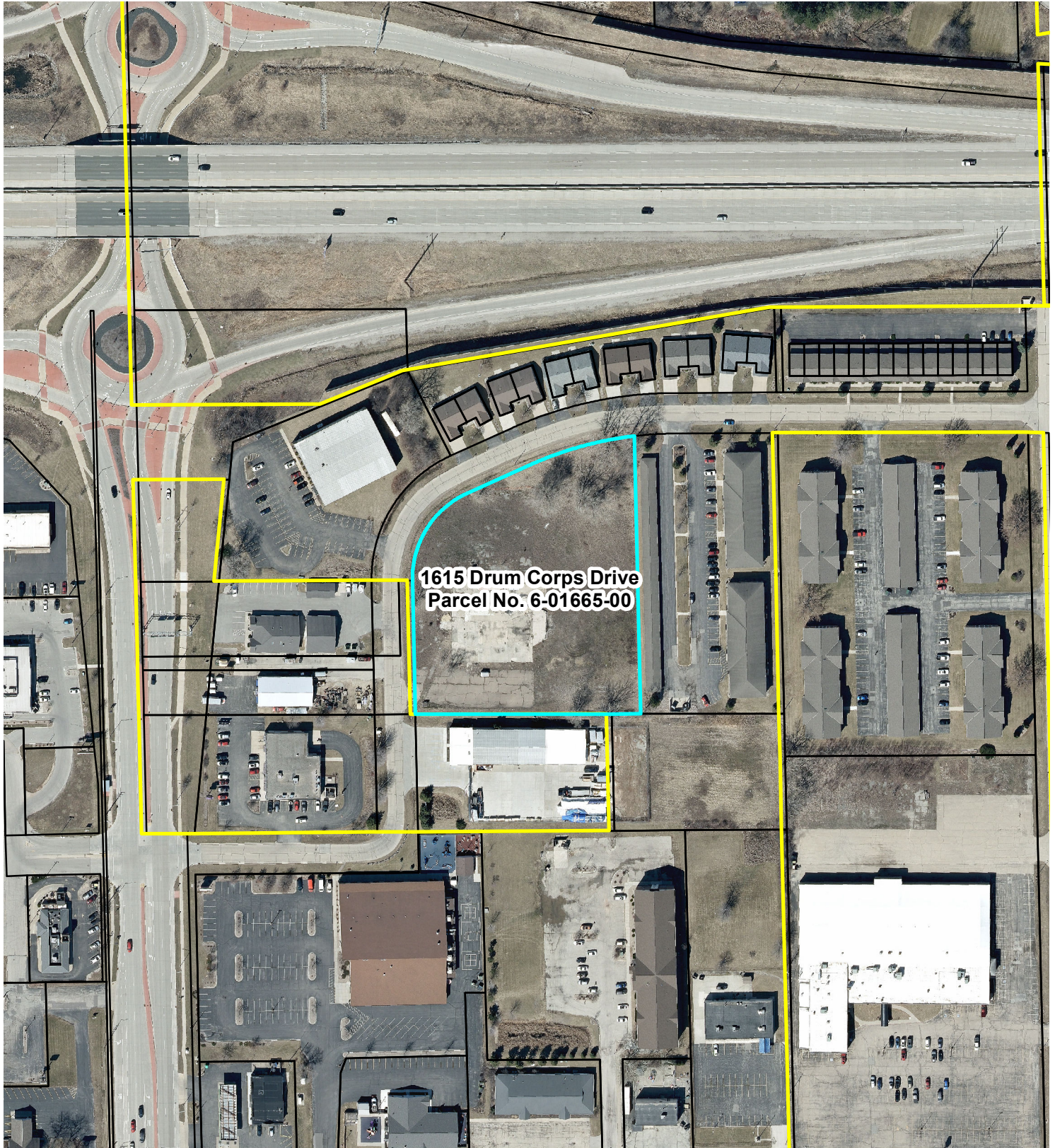
Staff and the City of Menasha Plan Commission recommend approval by the City of Menasha Common Council of the special use permit for the single family housing at 1615 Drum Corps Drive (Parcel No. 6-01665-00) as presented with the following condition:

- 1. A Preliminary and Final Plat shall be submitted and approved by the Common Council prior to the Revocation language outlined in Special Use Permit, Section 13-1-11(e) of the Menasha Code of Ordinances.**

Staff and the City of Menasha Plan Commission recommend approval by the City of Menasha Common Council of the preliminary plat for 1615 Drum Corps Drive (Parcel No. 6-01665-00) as presented with the following condition:

- 1. The special use permit for single family housing shall be approved by the Common Council.**

Special Use Permit Location Proposed Single Family Housing



Legend

-  City of Menasha Corporate Limits
-  Parcel Boundary
-  1615 Drum Corps Drive, Parcel No.6-01665-00

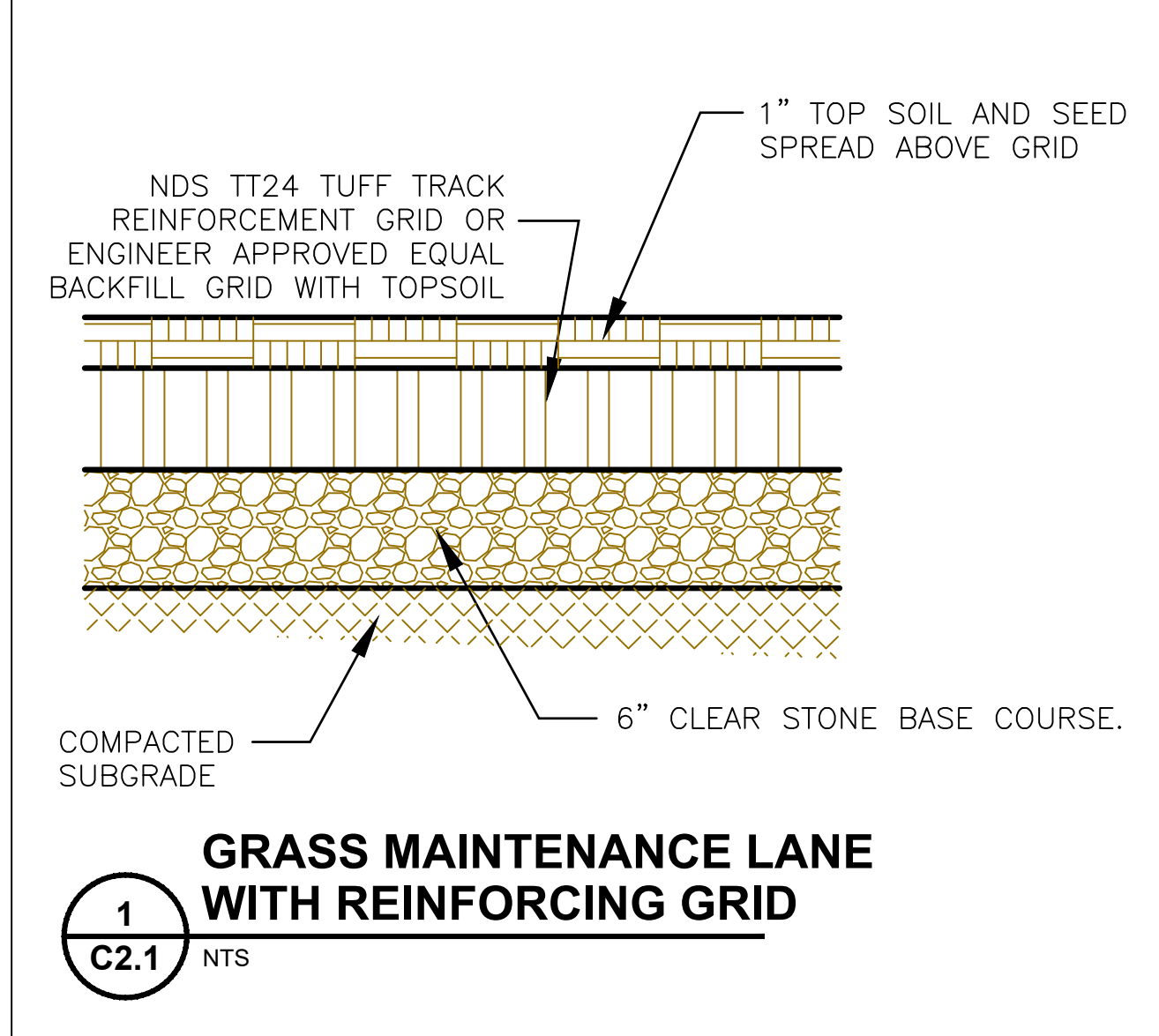
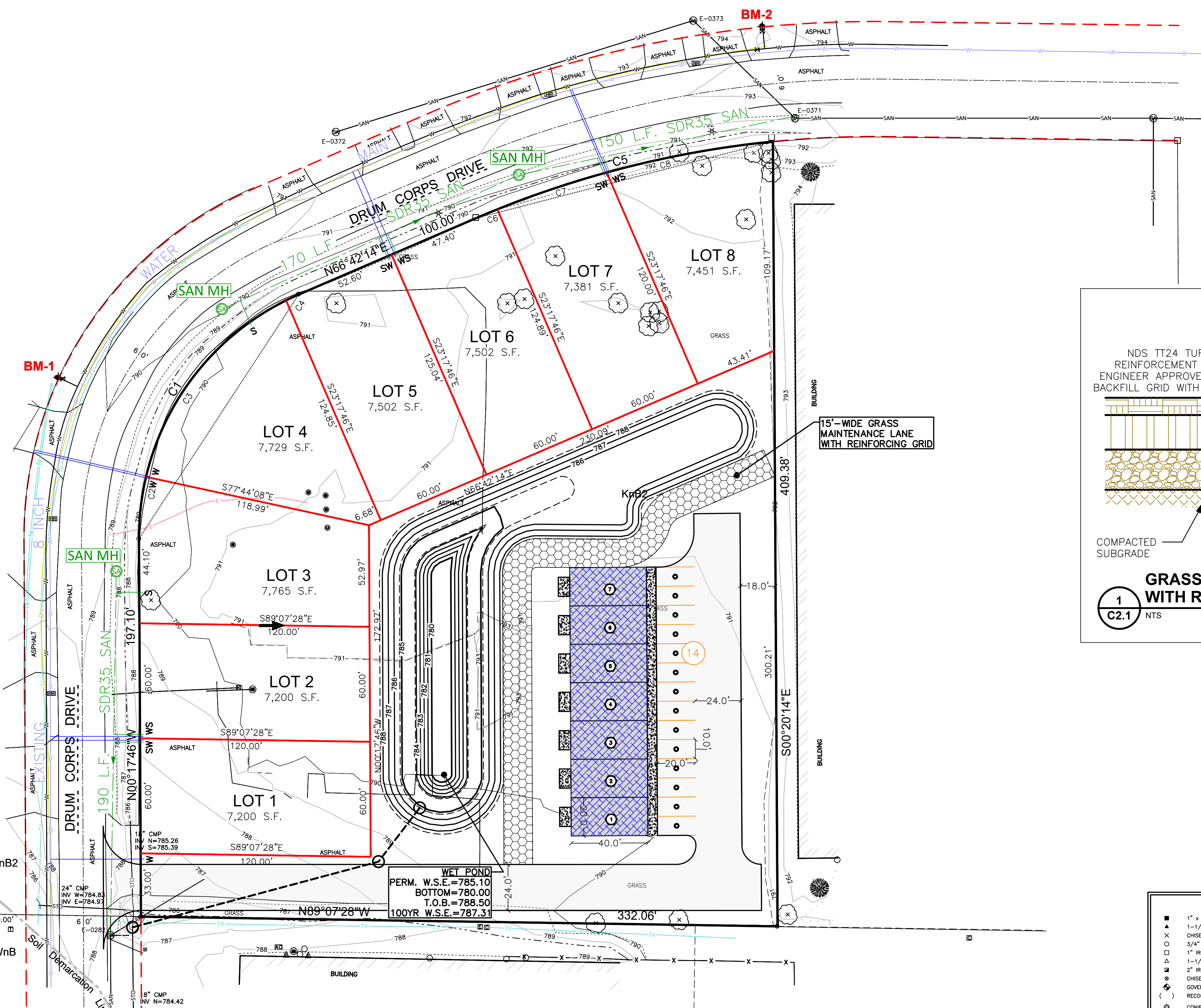
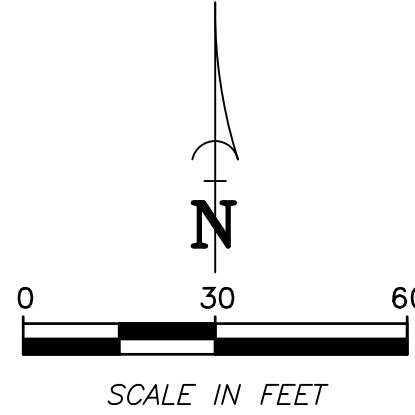
N



1 inch = 200 feet

Page 125 of 175

EXHIBIT A
POTENTIAL LOT 9 DEVELOPMENT



TOPOGRAPHIC LEGEND		
1" x 18" IRON PIPE SET	OVERHEAD POWER LINES	GAS VALVE
1-1/4" x 30" REBAR SET	UNDERGROUND ELECTRIC	EXIST. STORM MANHOLE
CHISELED "X" SET	UNDERGROUND TELEPHONE	STORM INLET
3/4" REBAR FOUND	UNDERGROUND FIBEROPTIC	YARD DRAIN
1" IRON PIPE FOUND	UNDERGROUND GAS	EXIST. SANITARY MANHOLE
1-1/4" REBAR FOUND	UNDERGROUND CABLE TV	EXIST. STO. SEWER
2" IRON PIPE FOUND	EXIST. FENCE LINE	EXIST. WATER MAIN
CHISELED "X" FOUND	SIGN	EXIST. SPOT ELEVATION
GOVERNMENT CORNER	POWER POLE	
RECORDED AS	GUY	
CONFEROUS TREE	LIGHT POLE	
DECIDUOUS TREE	TELEPHONE PEDESTAL	
EXIST. WOODS LINE	ELECTRIC PEDESTAL	
WETLANDS	CABLE PEDESTAL	
SOIL BORING	EXIST. HYDRANT	
CONCRETE SIDEWALK	WATER VALVE	
	WATER STOP BOX	

NOT FOR CONSTRUCTION

Martenson & Eisele
Architecture
Engineering
Surveying
Environmental
1377 Midway Road
Menasha, WI 54952
info@martenson-eisele.com
920.731.0381

DRAWN BY	CHECKED	APPROVED	FIELDWORK
MM	ALM	JWS	BHF
NO.	NO.	NO.	NO.
DATE	DATE	DATE	DATE

EXHIBIT A
HABITAT FOR HUMANITY
CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN

SCALE	DATE
BAR SCALE	04-06-2026
COMPUTER FILE	
1-0046-039de	

DRAWING NO
EXHIBIT A

Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

FROM: Travis Teesch

DATE: April 22, 2026

RE: Firefighter Replacement

We have received notice of a retirement effective June 5, 2026.

Since 2017, our department has prioritized hiring in advance of retirements to reduce overtime costs associated with short staffing. Previously, positions were filled only after vacancies occurred, often requiring difficult operational adjustments such as canceling training to maintain staffing levels. Hiring ahead of time has allowed us to train new personnel before departures, resulting in significant overtime savings.

This year presents unique challenges. We currently lack access to a training center for most training evolutions, our new Training Chief has not yet participated in a recruit academy and we only have one retirement.

The Oshkosh Fire Department plans to hire two to three firefighters mid-June/early July. Conducting a joint training academy, as done in previous years, would provide cost savings through shared resources. While the vacant position may require temporary overtime coverage, overall costs will be reduced by limiting the need to call in off-duty personnel for training. Additionally, Oshkosh instructors with prior academy experience will ensure consistent, high-quality training and assist in coordinating a joint academy location.

As a reminder, all position replacements require approval from this Committee and both Common Councils. Although this request is being made in advance of the retirement and the joint academy, approval at the May council meetings would allow us to extend an offer to our top candidate before they are hired elsewhere, complete pre-employment requirements, and allow candidates to provide proper notice to their current employers. This timing would enable a start date for us to participate in a joint recruit academy.

I respectfully request consideration and approval to recommend that the City of Neenah and City of Menasha Common Councils authorize filling the anticipated vacancy no earlier than June 6, 2026.

City of Menasha Disbursements
05/1/26-05/14/26

Weekly Accounts Payable	05/04/26, 05/07/26 & 5/14/26 Checks #90651-90820	\$498,118.38
Bi-Weekly Payroll	5/14/2026	257,778.78

Additional Regular Cycle Accounts Payables -Paid Electronically

Employee Benefits- Flex Spending	5/1/26	\$2,622.28
Community First CU-Payroll Deduction	5/1/26	\$175.00
Community First CU-Payroll Deduction	5/1/26	\$540.10
Bancard Merch Fees - RecDesk	5/4/26	\$9.94
Wisconsin Support Collections	5/4/26	\$802.51
State Tax Withholding	5/4/26	\$15,421.08
2026 FAHP & HRA	5/4/26	\$139,000.00
Nationwide Deferred Compensation	5/5/26	\$465.00
Nationwide Deferred Compensation	5/5/26	\$2,814.50
Home Depot	5/5/26	\$750.43
Wisconsin Deferred Compensation	5/5/26	\$11,426.75
Federal Tax Withholding	5/6/26	\$85,524.77
Delta Dental	5/6/26	\$4,532.53
Network Health Premium	5/7/26	\$155,370.96
US Bank	5/7/26	\$76.98
US Bank	5/7/26	\$224.02
US Bank	5/12/26	\$81.42
Delta Dental	5/13/26	\$5,245.40
Home Depot	5/14/26	\$592.91
Wisconsin Support Collections	5/14/26	\$802.51
Community First CU-Payroll Deduction	5/14/26	\$540.10
Community First CU-Payroll Deduction	5/14/26	\$175.00
EFF/ACH Disbursement Total		<u>\$427,194.19</u>
Grand Total		<u><u>\$1,183,091.35</u></u>

Yessi Laracuenta

Yessi Laracuenta
Finance Manager

05/14/26

Date

Notes:

- Gaps in check numbers indicate that more invoices being paid than fit on one check stub
(The last check stub used is the check number that will appear on the check register)

AP Check Register

Check Date: 5/4/2026

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
AMAZON CAPITAL SERVICES	90654	5/4/2026	1374-MFJX-R793	100-0601-551.30-14	9.99	LIBRARY MATERIALS
		5/4/2026	13LY-MNF4-DJXG	100-0601-551.30-14	64.94	LIBRARY MATERIALS
		5/4/2026	13NJ-PG9W-H1QW	100-0601-551.30-10	93.53	LIBRARY SUPPLIES
		5/4/2026	13XH-WCV4-YGMD	100-0601-551.30-14	106.37	LIBRARY MATERIALS
		5/4/2026	14T4-74M3-6D4V	100-0601-551.30-12	112.37	COMPUTER SUPPLIES
		5/4/2026	14WG-FWJL-4CFP	100-0601-551.30-16	11.90	LIBRARY PROMOTIONAL
		5/4/2026	14XL-MQ3Y-X6FH	100-0601-551.30-18	215.40	DEPARTMENT SUPPLIES
		5/4/2026	16T3-L3JP-V77C	100-0601-551.30-14	86.96	LIBRARY MATERIALS
		5/4/2026	1937-LCV9-MLXN	100-0601-551.30-18	10.30	DEPARTMENT SUPPLIES
		5/4/2026	193R-FH3P-KCPJ	100-0601-551.30-16	47.97	LIBRARY PROMOTIONAL
		5/4/2026	19P3-GX63-QXRK	100-0601-551.30-18	37.79	DEPARTMENT SUPPLIES
		5/4/2026	19RD-MT7G-71PL	100-0601-551.30-12	24.38	COMPUTER SUPPLIES
		5/4/2026	1CL3-RKCK-J36F	100-0601-551.30-14	99.00	LIBRARY MATERIALS
		5/4/2026	1CYD-KF67-F6NN	100-0601-551.30-16	182.27	LIBRARY PROMOTIONAL
		5/4/2026	1D9T-QW9M-HM4M	100-0601-551.30-10	38.79	LIBRARY SUPPLIES
		5/4/2026	1D9T-QW9M-P3YT	100-0601-551.30-13	34.67	SINK DRAIN/AIR FRESHENER
		5/4/2026	1DP3-QMQM-H31F	100-0601-551.30-18	8.99	DEPARTMENT SUPPLIES
		5/4/2026	1FKM-RHQ1-F1RH	100-0601-551.30-14	69.99	LIBRARY MATERIALS
		5/4/2026	1FKM-RHQ1-QT9Y	100-0601-551.30-16	15.38	LIBRARY PROMOTIONAL
		5/4/2026	1G9M-7H4J-67H1	100-0601-551.30-14	12.96	LIBRARY MATERIALS
		5/4/2026	1G9P-PDYV-JFV6	100-0601-551.30-16	204.17	LIBRARY PROMOTIONAL
		5/4/2026	1GYL-YYLM-7TGN	100-0601-551.30-18	401.17	DEPARTMENT SUPPLIES
		5/4/2026	1HJ1-J6Y6-JCCW	100-0601-551.30-16	197.16	LIBRARY PROMOTIONAL
		5/4/2026	1K47-1XC1-DFYW	100-0601-551.30-16	51.03	LIBRARY PROMOTIONAL
		5/4/2026	1KN3-YP7T-D43P	100-0601-551.30-14	114.95	LIBRARY MATERIALS
		5/4/2026	1LMC-NXYX-NQ1X	100-0601-551.30-16	16.16	LIBRARY PROMOTIONAL
		5/4/2026	1LVM-MRN4-Y6HX	100-0601-551.30-12	214.99	COMPUTER SUPPLIES
		5/4/2026	1M6H-3MHK-JL1D	100-0601-551.30-14	59.99	LIBRARY MATERIALS
		5/4/2026	1MFF-97DD-WP94	100-0601-551.30-16	103.61	LIBRARY PROMOTIONAL
		5/4/2026	1MVK-34CH-KTFN	100-0601-551.30-16	29.12	LIBRARY PROMOTIONAL
		5/4/2026	1MY4-GVRG-CR6G	100-0601-551.30-14	13.59	LIBRARY MATERIALS
		5/4/2026	1N9F-DFJ4-CLPD	100-0601-551.30-14	57.82	LIBRARY MATERIALS
		5/4/2026	1P3X-K144-DNNL	100-0601-551.30-16	182.40	LIBRARY PROMOTIONAL
		5/4/2026	1PCC-FVCT-FCPK	100-0601-551.30-14	15.19	LIBRARY MATERIALS
		5/4/2026	1PD7-NNRW-JRVW	100-0601-551.30-16	360.22	LIBRARY PROMOTIONAL

AP Check Register

Check Date: 5/4/2026

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
AMAZON CAPITAL SERVICES...	90654...	5/4/2026	1PDX-XCKC-NGQD	100-0601-551.30-14	189.92	LIBRARY MATERIALS
		5/4/2026	1PHW-LWFT-F3Q1	100-0601-551.30-18	49.95	DEPARTMENT SUPPLIES
		5/4/2026	1PRV-D49W-LKKF	100-0601-551.30-14	7.80	LIBRARY MATERIALS
		5/4/2026	1QDW-9W7W-HTWX	100-0601-551.30-16	459.61	LIBRARY PROMOTIONAL
		5/4/2026	1QGX-RWWQ-PRMG	100-0601-551.30-13	13.98	SWIFFER REFILLS
		5/4/2026	1QIR-LGG7-XDY1	100-0601-551.30-10	38.44	HEAVY DUTY CLEANER
				100-0601-551.30-13	81.28	HEAVY DUTY CLEANER
		5/4/2026	1QPM-7LLP-J4HV	100-0601-551.30-14	8.99	LIBRARY MATERIALS
		5/4/2026	1QPY-HGQJ-KRPP	100-0601-551.30-16	29.99	LIBRARY PROMOTIONAL
		5/4/2026	1R3T-39CQ-Y49H	100-0601-551.30-16	172.64	LIBRARY PROMOTIONAL
		5/4/2026	1RF1-R1GP-G4T7	100-0601-551.30-16	332.45	LIBRARY PROMOTIONAL
		5/4/2026	1RL9-FYCK-9F79	100-0601-551.30-10	23.70	LIBRARY SUPPLIES
		5/4/2026	1VNG-14KN-4D1D	100-0601-551.30-16	147.75	LIBRARY PROMOTIONAL
		5/4/2026	1VQM-D6PD-9RR3	100-0601-551.30-16	146.21	LIBRARY PROMOTIONAL
		5/4/2026	1VQM-D6PD-CTRX	100-0601-551.30-13	12.99	WASTEBASKET
		5/4/2026	1WXD-9DCG-1YVQ	100-0601-551.30-14	12.87	LIBRARY MATERIALS
		5/4/2026	1Y1H-P9MT-4Y3V	100-0601-551.30-14	11.69	LIBRARY MATERIALS
		5/4/2026	1Y4W-7YV7-6CDR	100-0601-551.30-16	229.32	LIBRARY PROMOTIONAL
		5/4/2026	1YCK-FRQH-F6DG	100-0601-551.30-14	12.49	LIBRARY MATERIALS
		Total for check: 90654			5,287.59	
CENGAGE LEARNING INC/GALE	90655	5/4/2026	999102482346	100-0601-551.30-14	24.69	LIBRARY MATERIALS
		5/4/2026	999102527176	100-0601-551.30-14	102.66	LIBRARY MATERIALS
		5/4/2026	999102534023	100-0601-551.30-14	49.48	LIBRARY MATERIALS
		Total for check: 90655			176.83	
CENTER POINT LARGE PRINT	90656	5/4/2026	2237726	100-0601-551.30-14	302.04	LIBRARY MATERIALS
		Total for check: 90656			302.04	
CONQUER BOOKS	90657	5/4/2026	CONTRACT	100-0601-551.20-05	200.00	MAY CONTRACT
		Total for check: 90657			200.00	

AP Check Register

Check Date: 5/4/2026

Date: 5/14/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CRIMSON MULTIMEDIA	90658	5/4/2026	027865	100-0601-551.30-14	75.32	LIBRARY MATERIALS
		5/4/2026	027866	100-0601-551.30-14	30.00	LIBRARY MATERIALS
		5/4/2026	028504	100-0601-551.30-14	191.32	LIBRARY MATERIALS
		5/4/2026	028505	100-0601-551.30-14	40.00	LIBRARY MATERIALS
	Total for check: 90658				336.64	
DYNAMISM INC	90659	5/4/2026	INV204062	100-0601-551.30-12	2,497.00	COMPUTER SUPPLIES
					2,497.00	
GENERAL BOOK COVERS	90660	5/4/2026	26071	100-0601-551.30-18	392.00	DEPARTMENT SUPPLIES
					392.00	
GFC LEASING-WI	90661	5/4/2026	I553766	100-0601-551.24-01	329.68	PRINTER LEASE
					329.68	
IIIMARKS LLC	90662	5/4/2026	D205	100-0601-551.30-14	36.00	LIBRARY MATERIALS
					36.00	
INGRAM LIBRARY SERVICES	90665	5/4/2026	94920189	100-0601-551.30-14	571.17	LIBRARY MATERIALS
		5/4/2026	94936699	100-0601-551.30-14	223.33	LIBRARY MATERIALS
		5/4/2026	94936700	100-0601-551.30-14	1,090.91	LIBRARY MATERIALS
		5/4/2026	94986444	100-0601-551.30-14	31.43	LIBRARY MATERIALS
		5/4/2026	94986445	100-0601-551.30-14	198.43	LIBRARY MATERIALS
		5/4/2026	95001284	100-0601-551.30-14	96.39	LIBRARY MATERIALS
		5/4/2026	95036216	100-0601-551.30-14	212.70	LIBRARY MATERIALS
		5/4/2026	95077471	100-0601-551.30-14	458.69	LIBRARY MATERIALS
		5/4/2026	95077472	100-0601-551.30-14	629.71	LIBRARY MATERIALS
		5/4/2026	95108377	100-0601-551.30-14	62.10	LIBRARY MATERIALS
		5/4/2026	95108378	100-0601-551.30-14	208.65	LIBRARY MATERIALS
		5/4/2026	95125926	100-0601-551.30-14	287.48	LIBRARY MATERIALS
		5/4/2026	95141436	100-0601-551.30-14	240.06	LIBRARY MATERIALS

AP Check Register

Check Date: 5/4/2026

Date: 5/14/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
INGRAM LIBRARY SERVICES...	90665...	5/4/2026	95141437	100-0601-551.30-14	38.27	LIBRARY MATERIALS
		5/4/2026	95141438	100-0601-551.30-14	334.18	LIBRARY MATERIALS
		5/4/2026	95171752	100-0601-551.30-14	94.01	LIBRARY MATERIALS
		5/4/2026	95171753	100-0601-551.30-14	19.23	LIBRARY MATERIALS
		5/4/2026	95224017	100-0601-551.30-14	285.16	LIBRARY MATERIALS
		5/4/2026	95271392	100-0601-551.30-14	726.77	LIBRARY MATERIALS
		5/4/2026	95330210	100-0601-551.30-14	290.54	LIBRARY MATERIALS
		5/4/2026	95367635	100-0601-551.30-14	329.21	LIBRARY MATERIALS
		5/4/2026	95406112	100-0601-551.30-14	449.60	LIBRARY MATERIALS
		5/4/2026	95438954	100-0601-551.30-14	558.47	LIBRARY MATERIALS
		5/4/2026	95468375	100-0601-551.30-14	252.36	LIBRARY MATERIALS
		5/4/2026	95482922	100-0601-551.30-14	543.67	LIBRARY MATERIALS
		5/4/2026	95512637	100-0601-551.30-14	383.05	LIBRARY MATERIALS
		5/4/2026	95567441	100-0601-551.30-14	232.19	LIBRARY MATERIALS
		5/4/2026	95579504	100-0601-551.30-14	38.94	LIBRARY MATERIALS
		5/4/2026	95579505	100-0601-551.30-14	251.69	LIBRARY MATERIALS
		Total for check: 90665			9,138.39	
INTERSTATE BOOKS4SCHOOL	90666	5/4/2026	215090	100-0601-551.30-16	249.75	LIBRARY PROMOTIONAL
		5/4/2026	216225	100-0601-551.30-16	723.33	LIBRARY PROMOTIONAL
		Total for check: 90666			973.08	
KAEL KING	90667	5/4/2026	CONTRACT	100-0601-551.20-05	50.00	CONTRACT 5/9/26 COMIC BOOK CLUB
			Total for check: 90667			50.00
KITZ & PFEIL INC	90668	5/4/2026	58535/3	100-0601-551.30-15	20.93	TOP SOIL
		5/4/2026	58750/3	100-0601-551.30-15	5.97	VEGGIE SEEDS
		5/4/2026	58771/3	100-0601-551.30-15	30.00	PATIO PLANTERS
		Total for check: 90668			56.90	

AP Check Register

Check Date: 5/4/2026

Date: 5/14/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LINDSAY KRUEGER	90669	5/4/2026	REIMBURSMENT	100-0601-551.30-14	20.40	LOST MATERIALS REFUND
			Total for check: 90669		20.40	
XUN LIU	90670	5/4/2026	CONTRACT	100-0601-551.20-05	150.00	CONTRACT 6/16/26
			Total for check: 90670		150.00	
METRO SALES INC	90671	5/4/2026	INV3048990	100-0601-551.24-04	1,001.42	OFFICE MACHINE CONTRACT
		5/4/2026	INV3063263	100-0601-551.24-04	34.99	OFFICE MACHINE CONTRACT
			Total for check: 90671		1,036.41	
MIDWEST TAPE	90672	5/4/2026	508376296	100-0601-551.30-14	14.99	LIBRARY MATERIALS
		5/4/2026	508514940	100-0601-551.30-14	37.48	LIBRARY MATERIALS
		5/4/2026	508614982	100-0601-551.30-14	487.31	LIBRARY MATERIALS
		5/4/2026	508642520	100-0601-551.30-14	53.23	LIBRARY MATERIALS
		5/4/2026	508642521	100-0601-551.30-14	44.98	LIBRARY MATERIALS
		5/4/2026	508650029	100-0601-551.30-14	12.74	LIBRARY MATERIALS
			Total for check: 90672		650.73	
SHELLY PLATTEN	90673	5/4/2026	CONTRACT	100-0601-551.20-05	400.00	APRIL/MAY CONTRACT
			Total for check: 90673		400.00	
RAPTOR EDUCATION GROUP INC	90674	5/4/2026	036-26	100-0601-551.20-05	310.00	CONTRACT 6/16/26 WINGED WONDERS
			Total for check: 90674		310.00	
CINDY SCHAEFER-KEMPS	90675	5/4/2026	REIMBURSMENT	100-0601-551.30-16	46.58	SUPPLY REIMBURSMENT
			Total for check: 90675		46.58	

AP Check Register

Check Date: 5/4/2026

Date: 5/14/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SERVICEMASTER BUILDING MAINTENANCE	90676	5/4/2026	48717	100-0601-551.20-01	2,200.00	JANITORIAL SERV CONTRACT
			Total for check: 90676		2,200.00	
JOSHUA SPOTTS	90677	5/4/2026	CONTRACT	100-0601-551.20-05	50.00	CONTRACT 5/19/26 ROLE PLAYING GAMES
			Total for check: 90677		50.00	
STAPLES	90678	5/4/2026	6058959168	100-0601-551.30-10	305.18	LIBRARY SUPPLIES
			Total for check: 90678		305.18	
TROY UNIVERSITY LIBRARY	90679	5/4/2026	LIB-21055	100-0601-551.30-14	104.99	LIBRARY MATERIALS
			Total for check: 90679		104.99	
GONZALO VALERA	90680	5/4/2026	CONTRACT	100-0601-551.20-05	140.00	MARCH-APRIL CONTRACT
			Total for check: 90680		140.00	
TUPPENCE VAN DE VAARST	90681	5/4/2026	MEALS	100-0601-551.34-03	96.37	MEAL REIMBURSEMENT
		5/4/2026	MILEAGE	100-0601-551.34-01	393.40	MILEAGE REIMBURSEMENT
			Total for check: 90681		489.77	
MARCELA VEGA	90682	5/4/2026	CONTRACT	100-0601-551.20-05	125.00	CONTRACT 4/25/26
			Total for check: 90682		125.00	
WINNEFOX LIBRARY SYSTEM	90683	5/4/2026	WLS4491	100-0601-551.30-14	20.00	LIBRARY MATERIALS
		5/4/2026	WLS4496	100-0601-551.30-14	12.73	LIBRARY MATERIALS
		5/4/2026	WLS4508	100-0601-551.30-14	19.99	LIBRARY MATERIALS
		5/4/2026	WLS4522	100-0601-551.30-11	120.75	LIBRARY MATERIALS
			Total for check: 90683		173.47	

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WISCONSIN IMAGING LLC	90684	5/4/2026	5038425295	100-0601-551.24-01	406.83	OFFICE EQUIPMENT LEASE
			Total for check: 90684		<u>406.83</u>	
					<u>26,385.51</u>	

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ACCURATE	90685	5/7/2026	2604529	731-1022-541.38-03	14.80	BULBS/PARTS
			Total for check: 90685		14.80	
ADAMSON INDUSTRIES CORP	90686	5/7/2026	162026	100-0801-521.29-04	531.00	VEHICLE SEAT COVERS
			Total for check: 90686		531.00	
AMAZON CAPITAL SERVICES	90687	5/7/2026	19RD-H1PR-7Q7N	100-0801-521.29-04	169.88	Y-SPLITTER CABLE, BATTERY CHARGER
		5/7/2026	1DL6-XMRN-9PJV	100-0801-521.30-15	5.69	REFLECTIVE TAPE
		5/7/2026	1HX7-HV69-6431	100-0801-521.30-10	49.38	OFFICE SUPPLIES PD
		5/7/2026	1LJ3-GWCN-6VWW	100-0801-521.30-10	94.65	OFFICE SUPPLIES PD
		5/7/2026	1LRW-JPMW-DGQY	100-0801-521.30-18	15.27	EVIDENCE SUPPLIES
			Total for check: 90687		334.87	
APPLETON HYDRAULIC COMPONENTS	90688	5/7/2026	54532	731-1022-541.38-03	48.61	SUPPLY SEAL KIT
			Total for check: 90688		48.61	
ASSOCIATED APPRAISAL CONSULTANTS	90689	5/7/2026	186122	100-0402-513.21-09	153.96	WEBSITE ASSESSMNT POSTING
					7,083.33	MAY ASSESSMENT SVCS
				100-0402-513.30-11	51.80	MAILING SERVICES
			Total for check: 90689		7,289.09	
AUTOMATED COMFORT CONTROLS	90690	5/7/2026	40561	100-0601-551.24-03	374.98	SERVICE PARTS MENASHA LIBRARY
		5/7/2026	40562	100-0601-551.24-03	204.25	SERVICE MENASHA LIBRARY
			Total for check: 90690		579.23	
NICK BENNIN	90691	5/7/2026	CONTINUING EDU.	731-1022-541.34-02	218.90	CONTINUING EDUCATION- JOURNEYMAN ELECTRICIAN
			Total for check: 90691		218.90	

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BERGSTROM FORD LINCOLN	90692	5/7/2026	119015	731-1022-541.38-03	770.71	PUMP ASSEMBLY,CONTROL UNT
			Total for check: 90692		770.71	
BLUE PRINT SERVICE CO INC	90693	5/7/2026	190225	501-0304-562.21-10	94.50	RENDERING BOARDS (3)
			Total for check: 90693		94.50	
CDW GOVERNMENT INC	90694	5/7/2026	AI9156N	100-0801-521.30-12	7,795.75	PC'S-POLICE
		5/7/2026	AJ1FC3D	100-0920-531.30-12	2,271.12	PC'S (2)-SENIOR CENTER
				731-1022-541.30-12	2,271.12	PC'S (2)-PUBLIC WORKS
			Total for check: 90694		12,337.99	
COMMUNICATIONS ENGINEERING COMPANY	90695	5/7/2026	464378	100-0501-522.24-03	739.75	ANNUAL FIRE INSPECTION 1911 MANITOWOC RD
		5/7/2026	464381	100-0501-522.24-03	369.87	ANNUAL FIRE INSPECTION 430 FIRST ST
				100-0801-521.24-03	369.88	ANNUAL FIRE INSPECTION 430 FIRST ST
			Total for check: 90695		1,479.50	
CINTAS	90696	5/7/2026	1906265333	100-1001-514.30-13	54.00	GLASS CLEANER
		5/7/2026	4267050508	100-0920-531.30-13	131.57	SUPPLIES
				731-1022-541.20-01	161.00	MATS, UNIFORMS
		5/7/2026	4267764792	100-0703-553.30-13	78.25	SUPPLIES
				731-1022-541.20-01	161.00	MATS, UNIFORMS
		5/7/2026	4267769918	100-0601-551.20-01	70.00	MATS, RUGS
				100-0601-551.30-13	197.20	SUPPLIES
			Total for check: 90696		853.02	
COMPLETE OFFICE OF WISCONSIN	90697	5/7/2026	116955	731-1022-541.30-18	39.90	MARKERS, LABELS
		5/7/2026	125978	731-1022-541.30-10	50.32	OFFICE SUPPLIES-PW
			Total for check: 90697		90.22	
CRESCENT ELECTRIC SUPPLY COMPANY	90698	5/7/2026	S513917562.004	470-1003-541.82-02	686.11	TRAFFIC SIGNAL PARTS STLIG-2026-001

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CRESCENT ELECTRIC SUPPLY COMPANY...	90698...	5/7/2026	S513917562.006	470-1003-541.82-02	685.22	TRAFFIC SIGNAL PARTS STLIG-2026-001
			Total for check: 90698		1,371.33	
DAVEL ENGINEERING & ENVIRONMENTAL	90699	5/7/2026	3184812	100-1002-541.21-02	1,890.00	PLAT OF SURVEY OLD PULLEY LANE
			Total for check: 90699		1,890.00	
ENVIRONMENTAL MGT & TESTING SERVICE	90700	5/7/2026	4422	501-0304-562.21-02	500.00	ASBESTOS TESTING 325 BROAD ST
			Total for check: 90700		500.00	
ENVISIONINK PRINTING SOLUTIONS	90701	5/7/2026	2600833	100-0920-531.30-10	138.00	SENIOR CENTER PASS CARDS
			Total for check: 90701		138.00	
FACTORY MOTOR PARTS CO	90702	5/7/2026	18-2359988	731-1022-541.38-03	506.12	PARTS
		5/7/2026	18-2360336	731-1022-541.38-03	201.17	BATTERY,OIL FILTER,PARTS
		5/7/2026	18-2361301	731-1022-541.38-03	17.19	LUBE FILTER
			Total for check: 90702		724.48	
FERGUSON ENTERPRISES LLC #1480	90703	5/7/2026	1743716	625-1010-541.30-18	46.74	CLAY SUPPLIES
			Total for check: 90703		46.74	
FERGUSON WATERWORKS #1476	90704	5/7/2026	0473785	625-1010-541.30-18	62.49	STORM/SEWER SUPPLIES
		5/7/2026	0474130	625-1010-541.30-18	3,871.92	CURB SUPPLIES
			Total for check: 90704		3,934.41	
FOX CROSSING UTILITIES	90705	5/7/2026	127-36488	100-0701-533.22-06	472.80	206 NORTH ST-STORM 1/15/26-4/15/26
		5/7/2026	127-65515	100-0703-553.22-06	42.00	STORMWATER UTILITY BILL 1/15/26-4/15/26
			Total for check: 90705		514.80	

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JOSH GALLAGHER	90706	5/7/2026	MEALS	100-0801-521.34-03	95.08	MEALS REIMBURSEMENT	APRIL 2026
			Total for check: 90706		95.08		
MICHAEL GERWE	90707	5/7/2026	MARKETING	100-0304-562.21-06	1,560.00	SIGNAGE, LOGO,	DOWNTOWN FLIER
			Total for check: 90707		1,560.00		
HARRISON UTILITIES	90708	5/7/2026	001-0220-00	100-0703-553.22-05	90.80	2170 PLANK ROAD	3/19/26-4/20/26
			Total for check: 90708		90.80		
HD INSTALLATIONS LLC	90709	5/7/2026	94	100-0801-521.29-04	200.00	RE-INSTALLATION-	PASSENGER BOARD
			Total for check: 90709		200.00		
HORIZON COMMERCIAL POOLS	90710	5/7/2026	INV129352	100-0703-553.24-03	1,071.69	FOUNTAIN CHEMICALS	
			Total for check: 90710		1,071.69		
JOHN FABRICK TRACTOR COMPANY	90711	5/7/2026	PIGB0351514	731-1022-541.38-03	220.10	FILTER, ELEMENT PARTS	
			Total for check: 90711		220.10		
KLINK HYDRAULICS LLC	90712	5/7/2026	TV1362	731-1022-541.38-03	199.52	HYDRAULIC FITTINGS, PARTS	
			Total for check: 90712		199.52		
LIBERTY VOTE USA INC	90713	5/7/2026	LV163357	100-0204-512.24-04	130.39	ELECTION EQUIPMENT	
			Total for check: 90713		130.39		
MATTHEWS TIRE INC	90714	5/7/2026	101382	731-1022-541.38-02	415.96	TIRES	
		5/7/2026	101388	731-1022-541.38-02	326.00	TIRES	
			Total for check: 90714		741.96		

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MENARDS-APPLETON EAST	90715	5/7/2026	93747	100-0703-553.24-03	217.06	LOCK BOXES-PARKS
			Total for check: 90715		217.06	
MENASHA TREASURER	90716	5/7/2026	PETTY CASH	100-0801-521.30-11	127.15	PETTY CASH-POSTAGE
				100-0801-521.34-04	6.00	PETTY CASH-TRAINING (OTHER EXP)
			Total for check: 90716		133.15	
MENASHA UTILITIES	90717	5/7/2026	716 ELIZABETH	100-0000-201.03-00	400.00	UTIL. PYMT FROM TITLE CO.716 ELIZABETH CT
		5/7/2026	MENASHA UTIL.	100-0703-553.22-06	174.52	STORM-PARKS 2/27/26-3/31/26
				100-1012-541.22-03	15.48	ELECTRIC-STREET LIGHTS 2/27/26-3/31/26
			Total for check: 90717		590.00	
N&M AUTO SUPPLY	90718	5/7/2026	858444	731-1022-541.30-18	44.85	TAPE
		5/7/2026	858451	731-1022-541.38-02	59.04	TIRE REPAIR
		5/7/2026	858579	731-1022-541.38-03	31.84	EXHAUST FLEX TUBING
		5/7/2026	858584	731-1022-541.38-03	14.43	EXHAUST CLAMP
		5/7/2026	858603	731-1022-541.38-03	8.99	EXHAUST PARTS
			Total for check: 90718		159.15	
CITY OF NEENAH	90719	5/7/2026	40329	470-0501-522.30-15	462.57	FIRE EQUIP.
				470-0501-522.80-03	7,057.00	LIGHT DUTY TRUCK EQUIP.
					2,933.44	ENGINE 32 EQUIP.
				470-0501-522.80-05	2,983.55	FIRE PPE
			Total for check: 90719		13,436.56	
NELSON TACTICAL	90720	5/7/2026	21871	100-0801-521.30-15	1,163.98	SHOTGUN-PD
			Total for check: 90720		1,163.98	

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NIELSON COMMUNICATIONS INC	90721	5/7/2026	AR40979	731-1022-541.38-03	260.39	RADIO PARTS
			Total for check: 90721		260.39	
ANDREA OSKEY	90722	5/7/2026	JAN-APR MILEAGE	743-0403-513.33-01	32.77	MILEAGE REIMBURSEMENT JAN-APRIL
			Total for check: 90722		32.77	
PLAYPOWER LT FARMINGTON	90723	5/7/2026	1400305190	100-0703-553.24-04	945.00	RAIL RIDER TROLLEY-SEAT
			Total for check: 90723		945.00	
ELIZABETH POTTER	90724	5/7/2026	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
			Total for check: 90724		100.00	
QUENCH USA INC	90725	5/7/2026	INV10799548	100-0801-521.30-18	179.00	WATER FLAVORING
			Total for check: 90725		179.00	
REBELLIOUS WELLNESS	90726	5/7/2026	1151	100-0801-521.80-05	100.00	MENTAL HEALTH SUPPORT
			Total for check: 90726		100.00	
RED SHOES INC	90727	5/7/2026	4903	204-0308-562.70-01	500.00	HOME REPAIR ANNOUNCEMENT
			Total for check: 90727		500.00	
RIECKMANN CREATIONS & FABRICATIONS	90728	5/7/2026	330	100-0801-521.29-04	2,550.00	DRONE STORAGE UNIT
			Total for check: 90728		2,550.00	
RACHEL RIEMER	90729	5/7/2026	REFUND	100-0000-201.08-00	9.05	JEFF PARK PAVILION CANCELREFUND
				100-0000-441.23-00	180.95	JEFF PARK PAVILION CANCELREFUND
			Total for check: 90729		190.00	

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SAFETY-KLEEN SYSTEMS	90730	5/7/2026	99657459	731-1022-541.32-01	235.42	PARTS-WASHER CONTRACT
			Total for check: 90730		235.42	
SERVICEMASTER BUILDING MAINTENANCE	90731	5/7/2026	48869	100-0801-521.20-01	1,966.00	JANITORIAL SERVICE MENASHA POLICE DEPT
		5/7/2026	48871	731-1022-541.20-01	2,730.00	JANITORIAL SERVICE PUBLIC WORKS FACILITY
		5/7/2026	48872	100-0920-531.20-01	480.00	JANITORIAL SERVICE SENIOR CENTER
			Total for check: 90731		5,176.00	
SMT MANUFACTURING & SUPPLY LLC	90732	5/7/2026	00882000-IN	731-1022-541.38-03	763.57	DUMP SHAFT COUNTER BORE
			Total for check: 90732		763.57	
KAIJA SNYDER	90733	5/7/2026	REIMBURSEMENT	100-0204-512.24-04	66.47	SHIPPING ELECTION EQUIP. REIMBURSEMENT
			Total for check: 90733		66.47	
SYN-TECH SYSTEMS	90734	5/7/2026	333290	731-1022-541.24-06	3,781.50	AIM RINGS
			Total for check: 90734		3,781.50	
THEDACARE AT WORK	90735	5/7/2026	383245	100-0202-512.21-05	68.00	EMPLOYEE SCREENING
		5/7/2026	383249	100-0202-512.21-05	136.00	EMPLOYEE SCREENING (2)
		5/7/2026	383280	100-0202-512.21-05	68.00	EMPLOYEE SCREENING
		5/7/2026	383411	100-0202-512.21-05	136.00	EMPLOYEE SCREENING (2)
		5/7/2026	383602	100-0202-512.21-05	204.00	EMPLOYEE SCREENING (3)
		5/7/2026	383734	100-0202-512.21-06	325.83	EAP CONTRACT-MAY 2026
			Total for check: 90735		937.83	
THOMSON REUTERS - WEST	90736	5/7/2026	853574528	100-0201-512.32-02	496.74	WESTLAW LEGAL RESEARCH SOFTWARE SUBSCRIPTIO
			Total for check: 90736		496.74	

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US POSTAL SERVICE	90737	5/7/2026	08022546	100-0000-133.00-00	6,000.00	POSTAGE
			Total for check: 90737		6,000.00	
USA TODAY MEDIA CORP	90738	5/7/2026	0007653934	100-0405-513.29-02	1,066.78	APRIL-LEGAL PUBLISHINGS
			Total for check: 90738		1,066.78	
CHRIS VAN LINN	90739	5/7/2026	RENTAL DEP REF	100-0000-201.11-00	80.00	RENTAL SECURITY DEPOSIT REFUND
			Total for check: 90739		80.00	
WE ENERGIES	90740	5/7/2026	5901563063	100-0703-553.22-04	57.50	3/18/26-4/16/26 2170 PLANK RD
		5/7/2026	5902429016	100-0000-123.00-00	721.62	GAS-N-M FIRE 3/19/26-4/20/26
				100-0601-551.22-04	1,089.08	GAS-LIBRARY 3/19/26-4/20/26
				100-0703-553.22-04	940.15	GAS-PARKS 3/19/26-4/20/26
				100-0801-521.22-04	996.53	GAS-POLICE 3/19/26-4/20/26
				100-0920-531.22-04	272.73	GAS-SENIOR CENTER 3/19/26-4/20/26
				100-1019-552.22-04	44.67	GAS-BRIDGE 3/19/26-4/20/26
				207-0707-552.22-04	47.17	GAS-MARINA 3/19/26-4/20/26
		5/7/2026	5907897326	100-1012-541.22-03	1,132.27	STREET LIGHTS
		5/7/2026	5908425638	100-1012-541.22-03	110.11	LED STREET LIGHTS
			Total for check: 90740		5,411.83	
WINNEBAGO COUNTY CLERK OF COURTS	90741	5/7/2026	REPORT #26-2288	100-0000-201.03-00	400.00	REPORT #26-2288
			Total for check: 90741		400.00	
WINNEBAGO LIQUID WASTE	90742	5/7/2026	15848	100-0703-553.20-09	195.00	PORTABLE RESTROOM RENTAL KOSLO PARK
		5/7/2026	15888	100-0703-553.20-09	110.00	PORTABLE RESTROOM RENTAL BOAT LAUNCH-NINTH ST
		5/7/2026	15889	100-0703-553.20-09	195.00	PORTABLE RESTROOM RENTAL BRIGHTON BEACH
			Total for check: 90742		500.00	

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WISCONSIN DEPT OF JUSTICE	90743	5/7/2026	G3228	100-0202-512.21-06	64.00	GENERAL
Total for check: 90743					<u>64.00</u>	
					<u>83,608.94</u>	

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AIRGAS USA LLC	90744	5/14/2026	5524684506	731-1022-541.30-18	1,580.78	LEASE RENEWAL 6/1/26-5/31/27
			Total for check: 90744		1,580.78	
MAYRA BEDOLLA ALMANZA	90745	5/14/2026	REFUND	100-0000-201.08-00	8.33	RESERVATION CANCELLATION
				100-0000-441.23-00	166.67	RESERVATION CANCELLATION
					5.00	RESERVATION CANCELLATION
			Total for check: 90745		180.00	
AMAZON CAPITAL SERVICES	90746	5/14/2026	17FN-3WW4-X36L	100-0801-521.30-10	(48.00)	LABELING TAPE-PD REFUND
		5/14/2026	1GGN-MHKM-97N6	100-0801-521.30-18	38.97	POLICE OFFICER GIFTS
		5/14/2026	1QX7-LRKJ-GT71	100-0801-521.30-10	48.00	LABELING TAPE-PD
		5/14/2026	1RL9-TNQM-66DP	100-0903-531.30-18	53.88	EXAM GLOVES
		5/14/2026	1TMM-WN3C-RQKG	100-0801-521.30-10	54.47	OFFICE SUPPLIES-PD
		5/14/2026	1Y1R-VKW7-QQX4	100-0801-521.30-18	74.94	OFFICE SUPPLIES-PD
			Total for check: 90746		222.26	
CITY OF APPLETON	90747	5/14/2026	20108	100-0918-531.21-06	500.00	EMERGENCY PREPAREDNESS- MAY 2026
		5/14/2026	20148	100-0302-542.25-01	21,029.00	MAY TRANSIT SERVICE
			Total for check: 90747		21,529.00	
AUTOZONE	90748	5/14/2026	01951453825	731-1022-541.30-18	250.00	PURPLE POWER DEGREASER
			Total for check: 90748		250.00	
BADGER LABORATORIES INC	90749	5/14/2026	26-006441	601-1020-543.21-02	1,430.00	MAR-INDUSTRIAL MONITORINGDURA FIBRE
		5/14/2026	26-009201	601-1020-543.21-02	560.00	APR-INDUSTRIAL MONITORINGMU
			Total for check: 90749		1,990.00	
BENEFIT COORDINATORS CORP	90750	5/14/2026	B0N1DZ	100-0000-201.03-00	4,838.15	2025 FAHP TRUE-UP
				207-0000-201.03-00	39.59	2025 FAHP TRUE-UP
				266-0000-201.03-00	23.46	2025 FAHP TRUE-UP
				601-0000-201.03-00	8.64	2025 FAHP TRUE-UP

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BENEFIT COORDINATORS CORP...	90750...	5/14/2026...	B0N1DZ...	625-0000-201.03-00	116.26	2025 FAHP TRUE-UP
				731-0000-201.03-00	176.20	2025 FAHP TRUE-UP
				734-0416-513.21-06	2,758.71	FAHP FEE - MAY
				Total for check: 90750	7,961.01	
KAITLIN BERESFORD	90751	5/14/2026	REFUND	100-0000-441.25-00	36.00	CLASS CANCELTION FLAG FOOTBALL
				Total for check: 90751	36.00	
BERGSTROM FORD LINCOLN	90752	5/14/2026	119419	731-1022-541.38-04	199.64	COVER/CONTACT PLATE
		5/14/2026	119562	731-1022-541.38-04	27.64	OUTSIDE PARTS
			Total for check: 90752	227.28		
BERGSTROM PIONEER AUTO &	90753	5/14/2026	00252	100-0801-521.80-03	2,765.00	POLICE VEHICLE LEASES MAY 2026
				Total for check: 90753	2,765.00	
STACEY BLASHKA	90754	5/14/2026	REFUND	100-0000-201.08-00	20.24	CANCELLED RESERVATION
				100-0000-441.23-00	404.76	CANCELLED RESERVATION
				Total for check: 90754	425.00	
AMY BROOKS	90755	5/14/2026	REFUND	100-0000-441.25-00	30.00	CLASS CANCELTION FLAG FOOTBALL
				Total for check: 90755	30.00	
MARIA BUCHINGER	90756	5/14/2026	REFUND	100-0000-441.25-00	30.00	CLASS CANCELTION FLAG FOOTBALL
				Total for check: 90756	30.00	
CDW GOVERNMENT INC	90757	5/14/2026	A18ER3A	743-0403-513.24-04	265.62	NUANCE SOFTWARE PROGRAM -PD
				Total for check: 90757	265.62	
CHARTER COMMUNICATIONS	90758	5/14/2026	095528601050126	100-0101-511.22-01	3.44	PHONE BILL MAYOR

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CHARTER COMMUNICATIONS...	90758...	5/14/2026...	095528601050126...	100-0201-512.22-01	2.18	PHONE BILL ATTORNEY				
				100-0202-512.22-01	5.51	PHONE BILL PERSONNEL				
				100-0203-512.22-01	4.53	PHONE BILL CLERK				
				100-0301-523.22-01	4.97	PHONE BILL BUILD INSPECTOR				
				100-0304-562.22-01	8.15	PHONE BILL COMMUNITY DEVELOPMENT				
				100-0401-513.22-01	10.99	PHONE BILL FINANCE				
				100-0402-513.22-01	2.24	PHONE BILL ASSESSOR				
				100-0502-522.22-01	13.65	PHONE BILL EOC				
				100-0601-551.22-01	57.94	PHONE BILL LIBRARY				
				100-0702-552.22-01	9.22	PHONE BILL RECREATION				
				100-0703-553.22-01	15.48	PHONE BILL PARKS				
				100-0704-552.22-01	4.81	PHONE BILL POOL				
				100-0801-521.22-01	85.44	PHONE BILL POLICE				
				100-0903-531.22-01	16.72	PHONE BILL HEALTH				
				100-0920-531.22-01	4.49	PHONE BILL SENIOR				
				100-1001-514.22-01	24.66	PHONE BILL CITY HALL				
				100-1002-541.22-01	14.36	PHONE BILL ENGINEERING				
				100-1008-541.22-01	1.30	PHONE BILL SIGN				
				207-0000-123.00-00	9.15	PHONE BILL MARINA				
				731-1022-541.22-01	8.85	PHONE BILL GARAGE				
				743-0403-513.22-01	5.23	PHONE BILL IT				
				Total for check: 90758					313.31	
				CINTAS	90759	5/14/2026	1906269611	100-0801-521.30-13	94.00	TRASH BAGS
4267769915	100-0801-521.20-01	50.25	MATS							
5/14/2026	4268560327	100-0801-521.30-13	106.98			CLEANING SUPPLIES				
		731-1022-541.20-01	187.67			MATS/UNIFORMS				
		Total for check: 90759					438.90			
CIVICPLUS LLC	90760	5/14/2026	369054	100-0405-513.21-08	160.70	MEETING MINUTES RECORDINGCLOSED CAPTIONING AP				
							Total for check: 90760			

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GARY CROSS	90761	5/14/2026	1004	827-0920-531.20-05	250.00	ENTERTAINER
			Total for check: 90761		250.00	
KORTNEY DAHM	90762	5/14/2026	MILEAGE	100-0903-531.33-01	37.56	MILEAGE REIMBURSEMENT APRIL 2026
			Total for check: 90762		37.56	
UNEMPLOYMENT INSURANCE	90763	5/14/2026	692132-000-5	100-1019-552.15-09	122.10	APRIL BENEFIT CHARGES
			Total for check: 90763		122.10	
CASSANDRA EITREM	90764	5/14/2026	REFUND	100-0000-441.25-00	30.00	CLASS CANCELTION FLAG FOOTBALL
			Total for check: 90764		30.00	
EJ EQUIPMENT	90765	5/14/2026	P02939	731-1022-541.38-03	686.55	PARTS
		5/14/2026	P20552	731-1022-541.38-03	1,311.26	JOYSTICK
			Total for check: 90765		1,997.81	
EMERGENCY LIGHTING & ELECTRONICS	90766	5/14/2026	2245	470-0801-521.80-03	11,890.87	OUTFITTING NEW SQUAD CAR
			Total for check: 90766		11,890.87	
FACTORY MOTOR PARTS CO	90767	5/14/2026	18-2362606	731-1022-541.38-03	146.61	SAFEVIEW BLADE
		5/14/2026	18-2362907	731-1022-541.38-03	247.98	BATTERY
			Total for check: 90767		394.59	
FARRELL EQUIPMENT & SUPPLY CO INC	90768	5/14/2026	309230	100-1009-541.30-18	220.00	CONCRETE SUPPLIES
		5/14/2026	310691	100-1019-552.30-18	5,399.97	DECK SEALER
			Total for check: 90768		5,619.97	
FERGUSON WATERWORKS #1476	90769	5/14/2026	0473784	470-0703-553.82-02	304.82	STORM POND PIPE PR-2025-011 JEFF PK BOAT
		5/14/2026	0474166	625-1010-541.30-18	2,557.92	STORM SEWER SUPPLIES

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FERGUSON WATERWORKS #1476...	90769...	5/14/2026	1758249	100-0703-553.24-03	148.91	PLUMBING WALK
			Total for check: 90769		3,011.65	
DIANE FERRARO	90770	5/14/2026	REFUND	100-0000-201.08-00	7.14	CANCELLED RESERVATION
				100-0000-441.23-00	142.86	CANCELLED RESERVATION
			Total for check: 90770		150.00	
FERRELLGAS	90771	5/14/2026	7304556	731-1022-541.30-18	25.00	4/1/26-3/31/27 - RENTAL
			Total for check: 90771		25.00	
FOX VALLEY TECHNICAL COLLEGE	90772	5/14/2026	SPINV034581	100-0801-521.34-02	325.00	CLASS REGISTRATION SCHOOL RES. OFFICER TRNG
		5/14/2026	SPINV034582	100-0801-521.34-02	325.00	CLASS REGISTRATION SCHOOL RES. OFFICER TRNG
			Total for check: 90772		650.00	
GARROW OIL CORP	90773	5/14/2026	1335495	100-0000-131.00-00	37,570.07	DIESEL FUEL
			Total for check: 90773		37,570.07	
TAMMY HAMILTON	90774	5/14/2026	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
			Total for check: 90774		100.00	
HOLMES AUTOMOTIVE RECYCLING INC	90775	5/14/2026	14643	731-1022-541.38-03	350.00	FRONT SEAT
			Total for check: 90775		350.00	
ROBERT IMMEL EXCAVATING	90776	5/14/2026	21295	601-1020-543.24-05	9,378.06	REPLACE SANITARY SEWER 94 BROAD ST
			Total for check: 90776		9,378.06	
KIESLER POLICE SUPPLY	90777	5/14/2026	IN275891	100-0801-521.30-15	2,145.00	POLICE EQUIPMENT
			Total for check: 90777		2,145.00	

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KITZ & PFEIL INC	90779	5/14/2026	58277/3	100-0801-521.29-04	11.69	BATTERIES		
		5/14/2026	58316/3	100-1008-541.30-18	60.62	DEPARTMENT SUPPLIES		
		5/14/2026	58318/3	100-1008-541.30-18	26.32	NUTS & BOLTS		
		5/14/2026	58327/3	731-1022-541.38-03	16.18	TUBING/SPRAY		
		5/14/2026	58371/3	731-1022-541.38-03	57.98	NUTS & BOLTS		
		5/14/2026	58377/3	470-1003-541.82-02	8.77	DOCK PARTS STR-2024-003		
		5/14/2026	58398/3	207-0707-552.24-03	6.18	BLACK PIPE FITTINGS		
		5/14/2026	58400/3	100-1008-541.30-18	26.94	NUTS & BOLTS/SPRAY		
		5/14/2026	58410/3	625-1010-541.30-18	75.98	TOOLS/SUPPLIES		
		5/14/2026	58424/3	100-0703-553.24-03	20.32	SUPPLIES		
		5/14/2026	58425/3	731-1022-541.38-03	17.26	FLAT BARS		
		5/14/2026	58434/3	100-0801-521.24-03	59.53	PAINT/SUPPLIES		
		5/14/2026	58476/3	100-0703-553.30-18	9.15	NUTS & BOLTS/FASTNER		
		5/14/2026	58514/3	731-1022-541.38-03	8.76	NUTS & BOLTS		
		5/14/2026	58522/3	731-1022-541.38-03	3.58	NUTS & BOLTS		
		5/14/2026	58540/3	731-1022-541.30-18	5.03	GREAT STUFF		
		5/14/2026	58593/3	731-1022-541.38-03	15.11	NUTS & BOLTS/CHAIN		
		5/14/2026	58697/3	100-0703-553.24-03	33.04	NUTS & BOLTS/DRILL BIT		
		5/14/2026	58703/3	100-0703-553.24-03	1.80	NUTS & BOLTS		
		5/14/2026	58704/3	100-0703-553.24-03	8.63	FAUCT		
		Total for check: 90779					472.87	
		KLINK HYDRAULICS LLC	90780	5/14/2026	JG1580	731-1022-541.38-04	280.45	PARTS/HOSE
							Total for check: 90780	
KWIK TRIP INC	90781	5/14/2026	00244691	100-0801-521.38-01	708.04	FUEL-APRIL		
					Total for check: 90781		708.04	
LAMERS BUS LINES INC	90782	5/14/2026	BUS TRIP	100-0000-201.14-00	1,595.00	BREWER GAME BUS TRIP 08/06/2026		
					1,595.00	HORICON MARSH BUS TRIP 09/03/2026		
					Total for check: 90782		3,190.00	

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LAZER UTILITY LOCATING LLC	90783	5/14/2026	2458	601-1020-543.21-02	689.44	APRIL-SANITARY LOCATES
				625-1010-541.21-02	596.48	APRIL-STORM LOCATES
				Total for check: 90783		1,285.92
MENARDS-APPLETON EAST	90784	5/14/2026	93943	100-0601-551.24-03	41.90	TREATED WOOD
				Total for check: 90784		41.90
MENASHA UTILITIES	90785	5/14/2026	MENASHA UTIL.	100-0000-123.00-00	836.49	3/31/26-4/30/26-ELEC
					318.40	3/31/26-4/30/26-WAT/SEW
					77.69	3/31/26-4/30/26-STORM
					9.14	3/31/26-4/30/26-ELEC
					11.21	3/31/26-4/30/26-ELEC
				100-0304-562.22-03	13.73	3/31/26-4/30/26-ELEC
				100-0305-562.22-03	21.09	3/31/26-4/30/26-ELEC
				100-0305-562.22-06	4.18	3/31/26-4/30/26-STORM
				100-0601-551.22-03	2,772.19	3/31/26-4/30/26-ELEC
				100-0601-551.22-05	558.66	3/31/26-4/30/26-WAT/SEW
				100-0601-551.22-06	173.47	3/31/26-4/30/26-STORM
				100-0703-553.22-03	1,693.48	3/31/26-4/30/26-ELEC
				100-0703-553.22-05	1,687.96	3/31/26-4/30/26-WAT/SEW
				100-0703-553.22-06	1,712.78	3/31/26-4/30/26-STORM
				100-0801-521.22-03	1,170.72	3/31/26-4/30/26-ELEC
				100-0801-521.22-05	439.69	3/31/26-4/30/26-WAT/SEW
				100-0801-521.22-06	107.28	3/31/26-4/30/26-STORM
				100-0920-531.22-03	201.60	3/31/26-4/30/26-ELEC
				100-0920-531.22-05	153.53	3/31/26-4/30/26-WAT/SEW
				100-1001-514.22-03	77.96	3/31/26-4/30/26-ELEC
				100-1008-541.22-03	542.71	3/31/26-4/30/26-ELEC
				100-1008-541.22-05	16.68	3/31/26-4/30/26-WAT/SEW
				100-1012-541.22-03	175.84	3/31/26-4/30/26-ELEC
				100-1013-541.22-03	78.30	3/31/26-4/30/26-ELEC
				100-1013-541.22-06	195.42	3/31/26-4/30/26-STORM
				100-1019-552.22-03	240.07	3/31/26-4/30/26-ELEC

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MENASHA UTILITIES...	90785...	5/14/2026...	MENASHA UTIL....	207-0707-552.22-03	597.17	3/31/26-4/30/26-ELEC
				207-0707-552.22-05	236.36	3/31/26-4/30/26-WAT/SEW
				207-0707-552.22-06	42.85	3/31/26-4/30/26-STORM
				501-0304-562.22-03	175.25	3/31/26-4/30/26-ELEC
				501-0304-562.22-05	50.04	3/31/26-4/30/26-WAT/SEW
				501-0304-562.22-06	285.29	3/31/26-4/30/26-STORM
				601-1020-543.22-03	560.44	3/31/26-4/30/26-ELEC
				731-1022-541.22-03	921.37	3/31/26-4/30/26-ELEC
				731-1022-541.22-05	1,856.85	3/31/26-4/30/26-WAT/SEW
				731-1022-541.22-06	1,629.16	3/31/26-4/30/26-STORM
				100-1012-541.22-03	9,325.82	APRIL STREET LIGHTING
				Total for check: 90785		
				28,970.87		
MGD INDUSTRIAL CORP	90786	5/14/2026	247409	731-1022-541.30-18	285.65	CLAMPS
					285.65	
MICHELS ROAD & STONE INC	90787	5/14/2026	4685	100-1003-541.30-18	321.77	CONCRETE SAND
					321.77	
N&M AUTO SUPPLY	90788	5/14/2026	858859	731-1022-541.30-18	30.16	STRIP CAULK
		5/14/2026	859133	731-1022-541.38-03	14.42	FUSE HOLDER
		Total for check: 90788		44.58		
NEENAH-MENASHA SEWERAGE COMMISSION	90789	5/14/2026	2026-059	601-1021-543.25-01	93,674.24	MAY-WASTEWATER TREATMENT
		5/14/2026	2026-065	601-1021-543.25-01	3,886.00	MAY-CWFL INTEREST
					19,067.00	MAY-CWFL DEBT
					1,280.00	MAY-BLDG INTEREST
					3,490.00	MAY-BLDG DEBT
		Total for check: 90789		121,397.24		
CITY OF NEENAH	90790	5/14/2026	COURT DEFICIT	100-0000-201.02-00	52,431.02	MUNI COURT DEFICIT

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CITY OF NEENAH...	90790...	5/14/2026...	COURT DEFICIT...	255-0000-201.02-00	770.50	MUNI COURT DEFICIT
			Total for check: 90790		53,201.52	
LINDA PALMBACH	90791	5/14/2026	MILEAGE	100-0903-531.33-01	64.31	MILEAGE REIMBURSEMENT APRIL 2026
			Total for check: 90791		64.31	
PETERS CONCRETE COMPANY	90792	5/14/2026	2262080	625-1010-541.30-18	1,183.00	CONCRETE 3/4 STONE
			Total for check: 90792		1,183.00	
QUENCH USA INC	90793	5/14/2026	INV10856447	100-0801-521.30-18	198.00	WATER FLAVORING
			Total for check: 90793		198.00	
RECYCLETHATSTUFF.COM	90794	5/14/2026	RE 05022026	100-0101-511.21-06	400.00	RECYCLING EVENT FEE
			Total for check: 90794		400.00	
RIDGE TOP EXTERIORS	90795	5/14/2026	FOX-250656	204-0308-562.70-01	7,500.00	ROOF REPLACEMT/MR-2025-02324 WINNEBAGO AVE
			Total for check: 90795		7,500.00	
ROSENOW CUSTOMS	90796	5/14/2026	6543-3692	204-0308-562.70-01	5,000.00	ROOFING/CU-2026-02 848 ROOSEVELT ST
			Total for check: 90796		5,000.00	
LIZ ROSIN	90797	5/14/2026	MILEAGE	100-0903-531.33-01	31.97	MILEAGE REIMBURSEMENT APRIL 2026
			Total for check: 90797		31.97	
SECURIAN FINANCIAL GROUP INC	90798	5/14/2026	002832L	100-0000-204.07-00	3,296.72	JUNE LIFE INSURANCE
			Total for check: 90798		3,296.72	

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SHERWIN WILLIAMS CO	90799	5/14/2026	85331141730526	100-0703-553.24-03	196.30	PAINT
			Total for check: 90799		196.30	
ANGELA SLOMSKI	90800	5/14/2026	REFUND	100-0000-441.25-00	60.00	CLASS CANCELTION FLAG FOOTBALL
			Total for check: 90800		60.00	
SPEEDY CLEAN DRAIN & SEWER INC	90801	5/14/2026	90555	601-1020-543.21-02	630.00	LAUNCH & LOCATE SAN LAT FOR EXCAV-4/8/26
		5/14/2026	90931	601-1020-543.21-02	1,890.00	TV & LOCATE-INFILTRATION 4/22/26
			Total for check: 90801		2,520.00	
STERICYCLE INC	90802	5/14/2026	8014243703	100-0801-521.30-10	111.13	SHREDDING SERVICE MENASHA POLICE DEPT
			Total for check: 90802		111.13	
SUBURBAN WILDLIFE SOLUTIONS LLC	90803	5/14/2026	7415	625-1010-541.21-06	2,584.00	MUSKRAT REMOVALS CITY PONDS
			Total for check: 90803		2,584.00	
SUPERION LLC	90804	5/14/2026	463857	743-0403-513.24-04	3,689.82	FINANCIAL SOFTWARE - JUNE
			Total for check: 90804		3,689.82	
SYN-TECH SYSTEMS	90805	5/14/2026	333202	731-1022-541.24-06	727.50	AIMS PARTS RINGS
			Total for check: 90805		727.50	
TAPCO	90806	5/14/2026	1824721	470-1003-541.82-02	26,814.40	RACINE/BROAD SIGNAL PARTSSTLIG-2026-001
		5/14/2026	1824934	470-1003-541.82-02	188.73	RACINE/BROAD SIGNAL PARTSSTLIG-2026-001
			Total for check: 90806		27,003.13	
THE CTK GROUP	90807	5/14/2026	4782	100-0801-521.34-02	500.00	INTERVIEW/INTERROGATION TRAINING
			Total for check: 90807		500.00	

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THE PRINT HOUSE LLC	90808	5/14/2026	000121	100-0703-553.30-18	210.00	SUMMER HELP SHIRTS
			Total for check: 90808		210.00	
THEDACARE	90809	5/14/2026	12100529	100-0801-521.21-05	42.50	VENIPUNCTURE
			Total for check: 90809		42.50	
THEDACARE AT WORK	90810	5/14/2026	383797	100-0202-512.21-05	136.00	EMPLOYEE SCREENINGS (2)
		5/14/2026	383870	100-0202-512.21-05	68.00	EMPLOYEE SCREENING
			Total for check: 90810		204.00	
TRI CITY GLASS & DOOR	90811	5/14/2026	103-0504-67282	100-0801-521.29-04	80.00	WINDSHIELD CHIP REPAIR PD
			Total for check: 90811		80.00	
UNIFORM SHOPPE	90812	5/14/2026	15925	100-0801-521.19-03	615.65	HONOR GUARD CLOTHING
		5/14/2026	16107	100-0801-521.19-03	708.55	HONOR GUARD CLOTHING
			Total for check: 90812		1,324.20	
WCPPA	90813	5/14/2026	2026-CONF 10	100-0801-521.34-02	225.00	WCPPA CONFERENCE 10/14/26-10/16/26
			Total for check: 90813		225.00	
WE ENERGIES	90814	5/14/2026	5912534573	100-0703-553.22-03	37.70	LED STREET LIGHTS US HWY 10 & STH 114 E
		5/14/2026	5917305020	731-1022-541.22-04	1,493.04	04/02/26-05/04/26-GAS PUBLIC WORKS
			Total for check: 90814		1,530.74	
WEYERS EQUIPMENT INC	90815	5/14/2026	01-256683	731-1022-541.38-03	151.20	BLADES
			Total for check: 90815		151.20	

AP Check Register

Check Date: 5/14/2026

Date: 5/14/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WHITE CAP LP	90816	5/14/2026	50036837721	100-1003-541.30-18	2,897.50	STREET CONCRETE SUPPLIES
			Total for check: 90816		2,897.50	
TERMINIX WIL-KIL	90817	5/14/2026	96417459	100-0601-551.24-03	46.87	PEST CONTROL MAINTENANCE MENASHA LIBRARY
		5/14/2026	96418180	100-1019-552.30-18	44.09	PEST CONTROL MAINTENANCE TENDER HOUSE
		5/14/2026	96422166	100-0501-522.24-03	167.39	EXTERIOR INSECT TREATMENTNEENAH/MENASHA FIRE
			Total for check: 90817		258.35	
WINNEBAGO COUNTY TREASURER	90818	5/14/2026	33728	204-0308-562.70-01	30.00	RECORDING FEES
			Total for check: 90818		30.00	
WISCONSIN DEPT OF JUSTICE	90819	5/14/2026	L7101T	100-0801-521.21-06	42.00	TIME TRANSACTIONS -APRIL
			Total for check: 90819		42.00	
WPPI ENERGY	90820	5/14/2026	INV24569	310-0409-571.61-01	494.50	MAY STREET LIGHTING PROJ
					1,010.30	MAY LED STREETLIGHT PROJ
					283.33	MAY LED STREETLIGHT PROJ
				731-1022-541.82-01	1,176.09	MAY SOLAR PV PW
					769.99	MAY SOLAR PV PW
			Total for check: 90820		3,734.21	
					388,123.93	



Memorandum

To: Members of the Common Council

From: Interim Police Chief Angie Hanchek

Re: 2026 Interoperable Radio Grant Award

In January 2026 the Common Council approved resolution R-02-26. This resolution approved our intent to participate in the WISCOM radio system upgrade and apply for grants funds to assist with the upgrade project. We are pleased to announce the Menasha Police Department was selected as a grant recipient for this project.

The Wisconsin Department of Military Affairs offered \$3 million in grant funds to agencies for these upgrades. Each agency is allowed a maximum of \$50,000 to offset the costs of this upgrade. This grant requires a 20% local match. Our total project cost to update and reprogram our existing radios is \$47,826.70. This includes all portable and mobile radios. The City of Menasha's 20% match is \$9,565.34. Our current plan is to reduce the number of portable radios we will replace this year, so the 20% match is covered by that line item in the budget. It is anticipated that the Police Department will only need to reduce our purchase by 1 radio to make up for the difference needed to cover the 20% match. This will result in a zero net effect on the Police Departments 2026 budget. The deadline to accept the grant award is June 8th, 2026.

We are requesting a motion to accept the grant award and spend the grant funds along with Menasha's 20% match on the project.



MEMORANDUM

DATE May 6, 2026
TO Parks & Recreation Board
FROM Inv. Lt. Pete Sawyer; PRD Megan Sackett; City Attorney Margaret Struve
RE Proposed Ordinances O-10-26 Regulating Electric Scooters and Electric Bicycles and O-11-26 Requiring Helmet Use for Persons Under 16 Years of Age

In 2025 the City received feedback from citizens concerned about unsafe behaviors surrounding the use of electric scooters and electric bikes, commonly known as e-scooters and e-bikes respectively. In response, and due to the shared nature of this issue and connectivity of trails, City of Menasha staff from the Police Department, Parks & Recreation Department and City Attorney's Office met with neighboring staff from the City of Neenah, Village of Fox Crossing and City of Appleton on multiple occasions to come up with a solution together. As a result, and consistent with our neighbors, Staff propose O-10-26 and O-11-26.

The purpose of O-10-26 is to promote the safe and enjoyable use of sidewalks, trails, and bicycle ways within the City of Menasha by restricting the use of and prohibiting reckless or unsafe operation of e-scooters and e-bikes. The ordinance keeps status quo the ability to operate e-scooters or e-bikes on any bicycle ways, but also allows the opportunity for the City to prohibit e-scooters and e-bikes where a sign is erected indicating that bicycles and/or e-scooters and/or e-bikes are prohibited. It also requires safe riding on roadways. Consistent with our neighbors, staff have agreed to recommend a penalty of \$50 for a first offense and \$100 for a second and subsequent offense, for any violation of this Section.

The purpose of O-11-26 is to promote public safety, reduce the risk of head injuries, and establish clear guidelines for the mandatory use of helmets by individuals under the age of 16 who are involved in the operation of bicycles, e-bikes, scooters, and e-scooters on a public roadway, public sidewalk, public bicycle path, trail, bicycle way, or any other public right-of-way under the jurisdiction and control of the City of Menasha. There is a recommended penalty of \$50, though that may be waived by the Court with proof of proper helmet.

RECOMMENDED MOTIONS:

- (1) To recommend that Common Council approve O-10-26 an Ordinance Regulating Electric Scooters and Electric Bicycles (Introduced by Mayor Hammond).
- (2) To recommend that Common Council approve O-11-26, an Ordinance Requiring Helmet Use for Persons Under 16 Years of Age (Introduced by Mayor Hammond).



ORDINANCE O-10-26

AN ORDINANCE ENACTING TITLE 10, CHAPTER 2, SECTION 10-2-9 OF THE CODE OF ORDINANCES, REGULATING ELECTRIC SCOOTERS AND ELECTRIC BICYCLES

INTRODUCED BY: Mayor Hammond and Council President Ted Grade.

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Enact TITLE 10, CHAPTER 2, SECTION 10-2-9 of the Code of Ordinances of the City of Menasha, Wisconsin to read as follows:

Title 10 – Motor Vehicles and Traffic Chapter 2 – Bicycles

...

SEC. 10-2-9 ELECTRIC SCOOTER AND ELECTRIC BICYCLE REGULATIONS.

(a) *Purpose.* The purpose of this ordinance is to promote the safe and enjoyable use of sidewalks, trails, and bicycle ways within the City of Menasha by restricting the use of and prohibiting reckless or unsafe operation of electric scooters and electric bicycles.

(b) *Definitions.*

As used in this chapter:

- (1) "Bicycle" means every device propelled by feet or hands acting upon pedals or cranks and having wheels, any two of which are not less than 14 inches in diameter.
- (2) "Electric bicycle" (e-bike) means a bicycle that is equipped with fully operative pedals for propulsion by human power and an electric motor of 750 watts (1 horsepower) or less and that meets the requirements of any of the following classifications:
 1. "Class 1 e-bike" is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
 2. "Class 2 e-bike" is an electric bicycle that may be powered solely by the motor and is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.
 3. "Class 3 e-bike" is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.

- (3) “Electric scooter” (e-scooter) means a device weighing less than 100 pounds that has handlebars and an electric motor, is powered solely by the electric motor and human power, and has a maximum speed of not more than 20 miles per hour on a paved level surface when powered solely by the electric motor. “Electric scooter” does not include an electric personal assistive mobility device, motorcycle, motor bicycle, electric bicycle, or moped.
- (c) *State laws applicable.* Every person using an e-scooter or e-bike upon a public roadway shall be subject to the provisions of all ordinances and state laws applicable to the operator of any vehicle, except the provisions thereof applicable to the equipment of vehicles and other provisions that, by their nature and context, would have no application.
- (d) *Where prohibited.* No e-scooters or e-bikes shall be operated on any public sidewalks, any City-owned parking ramps, or any roadway, trail, path, or property where a sign is erected indicating that bicycles and/or e-scooters and/or e-bikes are prohibited.
- (e) *Riding on roadway.*
- (1) Every person using an e-scooter or e-bike upon a two-way public street shall ride as near as practicable to within five feet of the right curb or edge of the roadway, except when passing another vehicle or making a left-hand turn; and when riding in groups, users of e-scooters or e-bikes shall ride in single file, except on residential streets which are not divided by painted or other marked extra lines where they may ride two abreast. On one-way roads, the user may ride as near as practicable to within five feet of the left-hand or right-hand curbs or edges of the roadway.
 - (2) Persons using e-scooters or e-bikes shall not impede the normal movement of motor vehicle traffic.
- (f) *Bicycle ways.* Operation of e-scooters or e-bikes shall be permitted on any ways, lanes, trails, paths, or other property designated for the use and operation of bicycles. Reference sections 10-2-1(d) and 12-1-14(b).
- (g) *Unsafe operation.* No person shall unsafely operate an e-scooter or e-bike in the City of Menasha. Unsafe operation includes but is not limited to the following:
- (1) Clinging to other vehicles. No person using an e-scooter or e-bike shall cling to or attach themselves or an e-scooter or e-bike to any moving vehicle.
 - (2) Towing of persons, vehicles, trailers. No person using an e-scooter or e-bike shall tow, drag, or cause to be drawn behind the e-scooter or e-bike any coaster wagon, sled, toy vehicle or any similar vehicle, trailer, person on in-line or roller skates, or any other type of conveyance.
 - (3) Contests with other electric devices or vehicles. No person using an e-scooter or e-bike shall participate in any race, speed, or endurance contest with any other e-scooter or e-bike or moving vehicle on a city roadway.

- (4) Stunt riding. No person using an e-scooter or e-bike shall practice any fancy or acrobatic riding, wheelies, or other stunts, while operating such e-scooter or e-bike.
 - (5) Trick riding. No person shall operate an e-scooter or e-bike without having manual control of the handlebars or in any other manner which necessitates the element of unusual extraordinary skill and involves unnecessary risk.
 - (6) Carrying of passengers. No person shall operate an e-scooter or e-bike with another person upon said e-scooter or e-bike unless such e-scooter or e-bike is so designed and equipped to carry more than one person.
 - (7) Speed. No person shall operate an e-scooter or e-bike at a speed greater than is reasonable and prudent under existing conditions or in excess of any posted speed limit.
- (h) *Observance of traffic regulations and speed limits.* Every person using an e-scooter or e-bike upon a public roadway shall obey all the instructions of official traffic-control devices, signs, and signals applicable to motor vehicles and shall not operate an e-scooter or e-bike at a speed greater than the posted or otherwise applicable speed limit.
- (i) *Yielding to traffic.* The operator of a vehicle shall yield the right-of-way to a person using an e-scooter or e-bike in the same manner as for bicyclists and pedestrians. When using an e-scooter or e-bike, every person shall, upon entering a public roadway, yield the right-of-way to motor vehicles, except a person using an e-scooter or e-bike shall be subject to the same regulations as bicyclists and pedestrians. Operators of e-scooters or e-bikes shall offer the right-of-way to bicycles in bike lanes, ways, trails, and on bike paths.
- (j) *Age limits.* No person less than eight years of age shall operate an e-scooter or e-bike on City roadways, except that persons six or seven years of age may do so during daylight hours if accompanied by an adult capable of remaining close enough to ensure the safe operation of the scooter by the six- or seven-year-old, such as by walking or running alongside, using their own e-scooter, e-bike, or bicycle, or engaging in similar activity. This subsection is intended to permit usage of e-scooters and e-bikes by families and intentional groups of riders.
- (k) *Equipment regulations; lamps and reflectors.* Every person using e-scooters or e-bikes between one-half hour after sunset and one-half hour before sunrise shall be equipped with a lamp firmly attached to the front of such electric scooter exhibiting a white light to the front, and with a reflector or lamp mounted on the rear of the vehicle visible at a distance of 500 feet. The reflector shall not be less than two inches in diameter.

...

SECTION 2: This enacting Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ____ day of _____ 2026.

Recommended by:

Motion/Second:

Pass/Fail:

Requires: Majority Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



MEMORANDUM

DATE May 6, 2026
TO Parks & Recreation Board
FROM Inv. Lt. Pete Sawyer; PRD Megan Sackett; City Attorney Margaret Struve
RE Proposed Ordinances O-10-26 Regulating Electric Scooters and Electric Bicycles and O-11-26 Requiring Helmet Use for Persons Under 16 Years of Age

In 2025 the City received feedback from citizens concerned about unsafe behaviors surrounding the use of electric scooters and electric bikes, commonly known as e-scooters and e-bikes respectively. In response, and due to the shared nature of this issue and connectivity of trails, City of Menasha staff from the Police Department, Parks & Recreation Department and City Attorney's Office met with neighboring staff from the City of Neenah, Village of Fox Crossing and City of Appleton on multiple occasions to come up with a solution together. As a result, and consistent with our neighbors, Staff propose O-10-26 and O-11-26.

The purpose of O-10-26 is to promote the safe and enjoyable use of sidewalks, trails, and bicycle ways within the City of Menasha by restricting the use of and prohibiting reckless or unsafe operation of e-scooters and e-bikes. The ordinance keeps status quo the ability to operate e-scooters or e-bikes on any bicycle ways, but also allows the opportunity for the City to prohibit e-scooters and e-bikes where a sign is erected indicating that bicycles and/or e-scooters and/or e-bikes are prohibited. It also requires safe riding on roadways. Consistent with our neighbors, staff have agreed to recommend a penalty of \$50 for a first offense and \$100 for a second and subsequent offense, for any violation of this Section.

The purpose of O-11-26 is to promote public safety, reduce the risk of head injuries, and establish clear guidelines for the mandatory use of helmets by individuals under the age of 16 who are involved in the operation of bicycles, e-bikes, scooters, and e-scooters on a public roadway, public sidewalk, public bicycle path, trail, bicycle way, or any other public right-of-way under the jurisdiction and control of the City of Menasha. There is a recommended penalty of \$50, though that may be waived by the Court with proof of proper helmet.

RECOMMENDED MOTIONS:

- (1) To recommend that Common Council approve O-10-26 an Ordinance Regulating Electric Scooters and Electric Bicycles (Introduced by Mayor Hammond).
- (2) To recommend that Common Council approve O-11-26, an Ordinance Requiring Helmet Use for Persons Under 16 Years of Age (Introduced by Mayor Hammond).



ORDINANCE O-11-26

AN ORDINANCE ENACTING TITLE 10, CHAPTER 2, SECTION 10-2-10 OF THE CODE OF ORDINANCES, REQUIRING HELMET USE FOR PERSONS UNDER 16 YEARS OF AGE

INTRODUCED BY: Mayor Hammond and Council President Ted Grade.

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Enact TITLE 10, CHAPTER 2, SECTION 10-2-10 of the Code of Ordinances of the City of Menasha, Wisconsin to read as follows:

Title 10 – Motor Vehicles and Traffic Chapter 2 – Bicycles

...

SEC. 10-2-10 MANDATORY HELMET USE FOR PERSONS UNDER 16 YEARS OF AGE.

- (a) *Purpose.* The purpose of this ordinance is to promote public safety, reduce the risk of head injuries, and establish clear guidelines for the mandatory use of helmets by individuals under the age of 16 who are involved in the operation of bicycles, electric bicycles (e-bikes) or scooters under the jurisdiction and control of the City of Menasha.
- (b) *Definitions.*

As used in this section:

- (1) "Helmet" means a properly fitted and fastened protective head covering designed for bicycle safety that meets or exceeds the impact standards set by the American National Standards Institute (ANSI) or the Snell Memorial Foundation.
- (2) "Bicycle" means every device propelled by feet or hands acting upon pedals or cranks and having wheels, any two of which are not less than 14 inches in diameter.
- (3) "Electric bicycle" (e-bike) means a bicycle that is equipped with fully operative pedals for propulsion by human power and an electric motor of 750 watts (1 horsepower) or less and that meets the requirements of any of the following classifications:
 1. Class 1 e-bike is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
 2. Class 2 e-bike is an electric bicycle that may be powered solely by the motor and is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.

3. Class 3 e-bike is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.
- (4) “Scooter” means a device powered by human effort or by an electric motor, having a handlebar, deck, and wheels, that is designed to be stood upon or sat upon by the operator.
- (c) *Helmet required.* Any person less than 16 years of age operating or riding on a bicycle, e-bike or scooter on a public roadway, public sidewalk, public bicycle path, trail, bicycle way, or any other public right-of-way under the jurisdiction and control of the City of Menasha shall wear a properly fitted and securely fastened helmet.
 - (1) A person under 16 years of age shall not operate a bicycle, unicycle, skateboard, or scooter, nor shall any person wear in-line or roller skates, nor ride upon a bicycle, unicycle, skateboard, scooter, in-line or roller skates as a passenger, at a public skate park under the jurisdiction and control of the City of Menasha unless that person is wearing a properly fitted and fastened helmet.
- (d) *Responsibility of Parent or Guardian.* No parent or guardian of any child shall authorize or knowingly permit such child to violate any of the provisions of this section.
- (e) *Enforcement.* This ordinance shall be enforced by the City of Menasha Police Department. Enforcement shall emphasize education and awareness in addition to violations.
- (f) *Penalty.* Except as provided herein, violation of this section is punishable by a forfeiture of not more than \$50. The parent or legal guardian having control or custody of the minor whose conduct violates this section shall be jointly and severally liable with the minor for the amount of a forfeiture imposed pursuant to this subsection.
- (a) The Court may waive any forfeiture for such person found guilty of violating the provisions of this section if the person supplies the court with proof that between the date of the violation and the appearance date for such violation the person purchased or otherwise obtained a helmet that meets the requirements of Section 10-2-10(b)(1).

...

SECTION 2: This enacting Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ____ day of _____ 2026.

Recommended by:

Motion/Second:

Pass/Fail:

Requires: Majority Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



RESOLUTION R-11-26

A RESOLUTION AUTHORIZING REALLOCATION OF SEWER UTILITY FUNDS AND DIRECTING INFRASTRUCTURE IMPROVEMENTS IN RESPONSE TO THE APRIL 2026 RAINFALL EVENT

INTRODUCED BY: Alderman Tim Hale

WHEREAS, the City of Menasha, along with the greater Fox Valley region, experienced a significant rainfall event on April 13-14, 2026, that caused widespread localized flooding and sanitary sewer backups; and

WHEREAS, preliminary reports and resident concerns indicate that the area most severely impacted by flooding and sanitary sewer backups is generally bounded by:

- 8th Street to the north
- London Street to the west
- Melissa Street to the east
- State Highway 114 / Plank Road to the south

as depicted on the map labeled Exhibit A attached hereto; and

WHEREAS, it is in the best interest of the City to proactively evaluate the performance of the existing stormwater and sanitary sewer infrastructure and to identify both short-term and long-term solutions to mitigate future flooding and sewer backup events; and

NOW, THEREFORE, BE IT RESOLVED that the sum of \$50,000 currently allocated for the Inflow and Infiltration (I/I) Home Grant under the Small Projects account of the Sewage Utility Fund (Account No. 601-1020-543.24-05) be reallocated to fund the following projects in Fiscal Year 2026:

- Televising sanitary sewers associated with planned or potential roadway reconstruction projects within or upstream of the area defined in Exhibit A;
- Purchase of a sewer flow monitoring system for the manhole at Fifth Street and London Street.
- Repair of the sewer main on Lakecrest Drive.

BE IT FURTHER RESOLVED that the Public Works Department is directed to review the sewer utility regulations in the Municipal Code and recommend amendments that reduce inflow and infiltration (I/I) into the sanitary sewer system, with such recommendations to be provided by August 17, 2026.

BE IT FURTHER RESOLVED that the Public Works Department is directed to prioritize projects that increase the resilience of the sewer systems within the area identified in Exhibit A to better handle storm events, and to clearly reflect these priorities in its recommendations for the 2027 Capital Improvement Plan.

BE IT FURTHER RESOLVED that the Public Works Department is directed to designate funding in the Fiscal Year 2027 budget for a comprehensive assessment of the existing sanitary and stormwater sewer systems within the area defined in Exhibit A, and to develop both short-term and long-term solutions to mitigate recurring flooding and sewage backups.

Adopted this ____ day of _____, 2026.

Recommended by:

Motion/Second:

Pass:

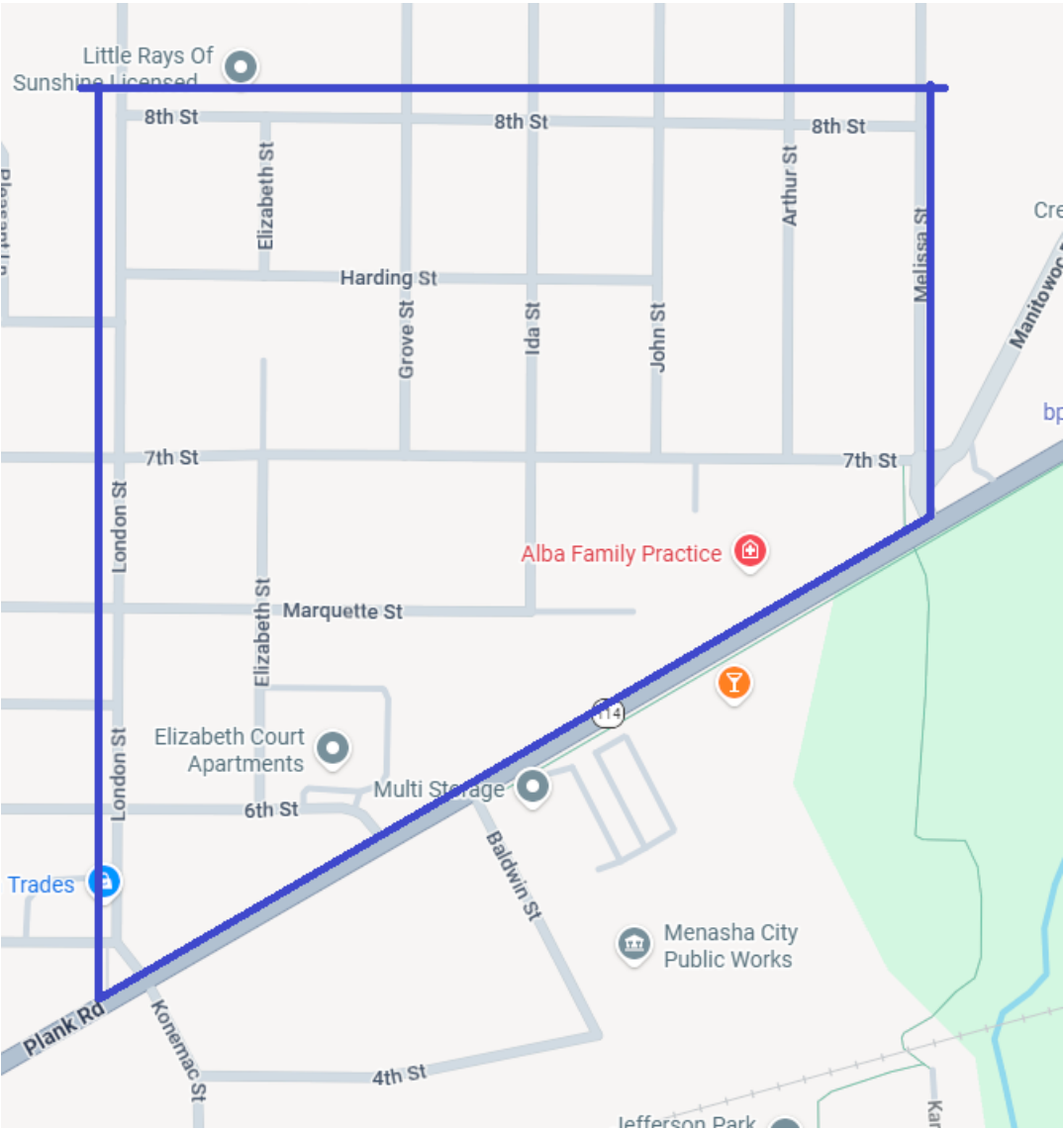
Requires: Majority Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk

EXHIBIT A:





MEMORANDUM

DATE May 14, 2026
TO Common Council
FROM James Merten, Director of Public Works
RE R-12-26 — A Resolution of Support for a Fiscal Year 2026 Safe Streets and Roads for All (SS4A) Grant Application to Conduct a Feasibility Study for Active Transportation Facilities on State Trunk Highway 47 Between Ninth Street and Calumet Street

East Central Wisconsin Regional Planning Commission (ECWRPC) is preparing a Safe Streets and Roads for All (SS4A) grant application for a combination of projects within the Appleton Metropolitan Planning Organization (MPO) region. One of the proposed included projects is to conduct a feasibility study for pedestrian and bicycle accommodations along the State Road 47 (Appleton Road/Memorial Drive) between Ninth Street (in Menasha) and Calumet Street (in Appleton).

Should the grant be awarded, this feasibility study would be a joint effort between Appleton, Fox Crossing, and Menasha and facilitated by ECWRPC. Menasha's contribution towards this effort is estimated to be \$7,698, representing Menasha's proportion of the project based on frontage mileage. By adopting the attached resolution, the City formally commits to including this amount in the 2027 budget.

Staff recommends approving Resolution R-12-26, a resolution of support for a Fiscal Year 2026 Safe Streets and Roads for All (SS4A) grant application to conduct a feasibility study for active transportation facilities on State Trunk Highway 47 between Ninth Street and Calumet Street.



RESOLUTION R-12-26

A RESOLUTION OF SUPPORT FOR A FISCAL YEAR 2026 SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT APPLICATION TO CONDUCT A FEASIBILITY STUDY FOR ACTIVE TRANSPORTATION FACILITIES ON STATE TRUNK HIGHWAY 47 BETWEEN NINTH STREET AND CALUMET STREET

INTRODUCED BY: Mayor Hammond

WHEREAS, the Safe Streets and Roads for All (hereafter, SS4A) Transportation Grants Program provides dedicated, discretionary funding for transportation infrastructure projects of local or regional significance; and

WHEREAS, eligible projects for Federal Fiscal Year 2026 SS4A Grants Program include Planning and Demonstration projects to prevent roadway fatalities and serious injuries in a locality or region or on Tribal land; and

WHEREAS, the East Central Wisconsin Regional Planning Commission (ECWRPC) adopted a Comprehensive Safety Action Plan (CSAP) 1-25-2024 for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations (MPOs) and was amended on 3-28-2024 to align with newer requirements of the SS4A program; and

WHEREAS, the CSAP identifies High-Injury Networks (HIN) for each MPO and individual municipalities that pinpoint dangerous road corridors and intersections based on crash analysis modeling that indexes crashes with fatalities or serious injuries and environmental factors that increase crash risk; and

WHEREAS, the State Highway (STH) 47 corridor was identified on page 335 in the CSAP as the number seven top priority project with 347 crashes including 10 serious injuries, between 2018 and 2022; and

WHEREAS, the STH 47 corridor spans approximately three miles from Calumet Street to 9th Street in Winnebago County, through three municipalities: the City of Appleton, the Village of Fox Crossing, and the City of Menasha; and

WHEREAS, the ECWRPC, as the MPO, intends to apply for a \$150,000 SS4A grant for the development of a feasibility study to incorporate active transportation facilities along the STH 47 corridor between Calumet Street and 9th Street to prevent transportation-related deaths and injuries; and

WHEREAS, each municipality will provide their portion of local match funding as indicated in the chart below, of the 20% required by the SS4A Grant Program; and

STH 47 Corridor Study		
SS4A Grant Local Match Proration		
	Percent	Amount
Total Project Cost		\$150,000
Fed	80%	\$120,000
Local Match	20%	\$30,000
Municipal Match		\$30,000
Appleton	33.42%	\$10,026
Fox Crossing	40.92%	\$12,276
Menasha	25.66%	\$7,698
Frontage	Mileage	Percentage
Appleton	1.72	33.42%
Fox Crossing	2.11	40.92%
Menasha	1.32	25.66%

NOW, THEREFORE BE IT RESOLVED, that City of Menasha supports and approves the application towards FY 2026 SS4A Planning and Demonstration funding and directs ECWRPC staff to submit the application.

This Resolution shall be effective immediately upon its adoption and approval. Passed and approved this ____ day of _____, 2026.

Recommended by: _____ Motion/Second: _____ Pass/Fail: _____ Requires: _____ Majority Vote _____ 2/3 Vote
--

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk

Donald Merkes

30 April 2026

Mayor Austin Hammond
100 Main Street
Suite 200
Menasha, WI 54952

Dear Mayor Hammond:

I am writing to express my interest in serving on the Board of Review for the City of Menasha.

Ensuring that property assessments are conducted fairly, accurately, and consistently is essential to maintaining public trust and the effective operation of municipal government. The Board of Review plays a critical role in upholding these standards, and I would value the opportunity to contribute to this important work.

With nearly 20 years of experience as an elected official, I bring a strong understanding of municipal operations, public accountability, and the importance of fair and equitable decision-making. Throughout my service, I have worked to balance the interests of residents while upholding policies and procedures that ensure transparency and consistency.

As a long time resident and property owner in Menasha, I am committed to approaching this role with objectivity, attention to detail, and respect for the assessment process. I understand the importance of carefully reviewing evidence, listening to property owners, and applying the law impartially to arrive at equitable outcomes.

I would be honored to serve the City in this capacity and to support the continued integrity of Menasha's property assessment system. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to be 'DM', with a long horizontal line extending to the right.

Donald Merkes

Dear Mayor Hammond,

I am writing to you to express my interest in being a member of the Plan Commission for the city of Menasha. As a homeowner, an active member of the community, and a small business owner who repairs private and commercial buildings I feel I am uniquely qualified to aid the Plan Commission. Being on the Library Board, the Parks and Recreation Board, and the Lawson Street Canal Ad-Hoc Committee has enlightened me to many aspects of Menasha and I can bring that knowledge with me to help make community-based and future-forward decisions that will help grow the city.

I am also acutely aware of the persona I have cultivated for myself on the various boards and Common Council meetings as an extremely pathos-oriented thinker and speaker which doesn't necessarily "jive" with a more logic and planning based group such as the Plan Commission. That is where my background in construction, engineering, design, and project management comes into play which could be a real asset to the commission. While I may not get to do as many passionate diatribes, I do look forward to the opportunity to use my professional insights for the betterment of the city.

Sincerely,

Eli Wickman